TeamWorks
Travel and Expense
With Concur Technologies

TTE:
Approver Handbook

Table of Contents

Document Revision History:

Date	Notes / Comments / Changes
12/14/2011	Document Release
09/21/2012	Updated for software release
02/25/2013	Update for software release.
05/12/2013	Updated Branding from GTE to TTE, Header and Footers only
11/20/2013	Updated branding, minor format changes.
04/23/2014	Updated for Previous/Next when viewing approved Expense Reports, minor format changes

Welcome to TeamWorks Travel & Expense (TTE)

TeamWorks Travel & Expense powered by Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools State of Georgia travelling employees need to book travel as well as create and submit expense reports. Managers use the service to review and approve expense reports, Cash Advance Requests and Requests. Back-office employees use the service to produce audit reports, ensure Travel Policy compliance, and deliver business intelligence to help the State of Georgia reduce its costs.

Section 1: Log on to TeamWorks Travel & Expense

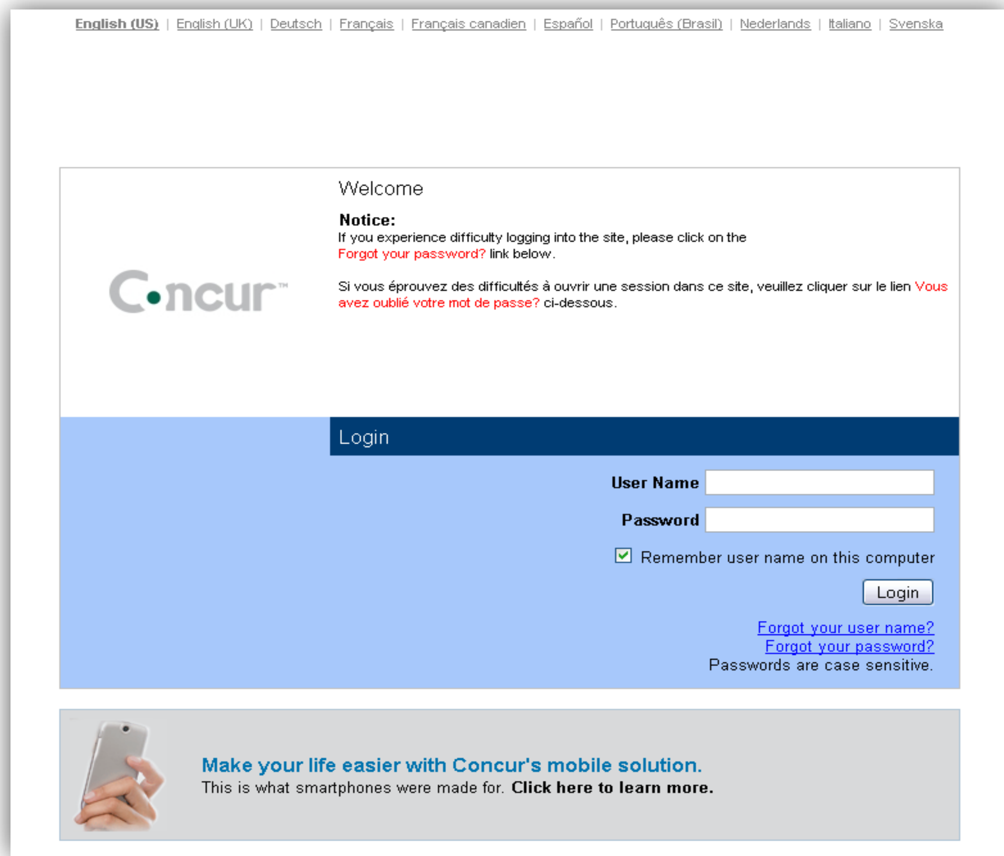
How to...

1. Log on to TeamWorks Travel & Expense with the username and password provided by your Local Travel & Expense Administrator.

Additional Information

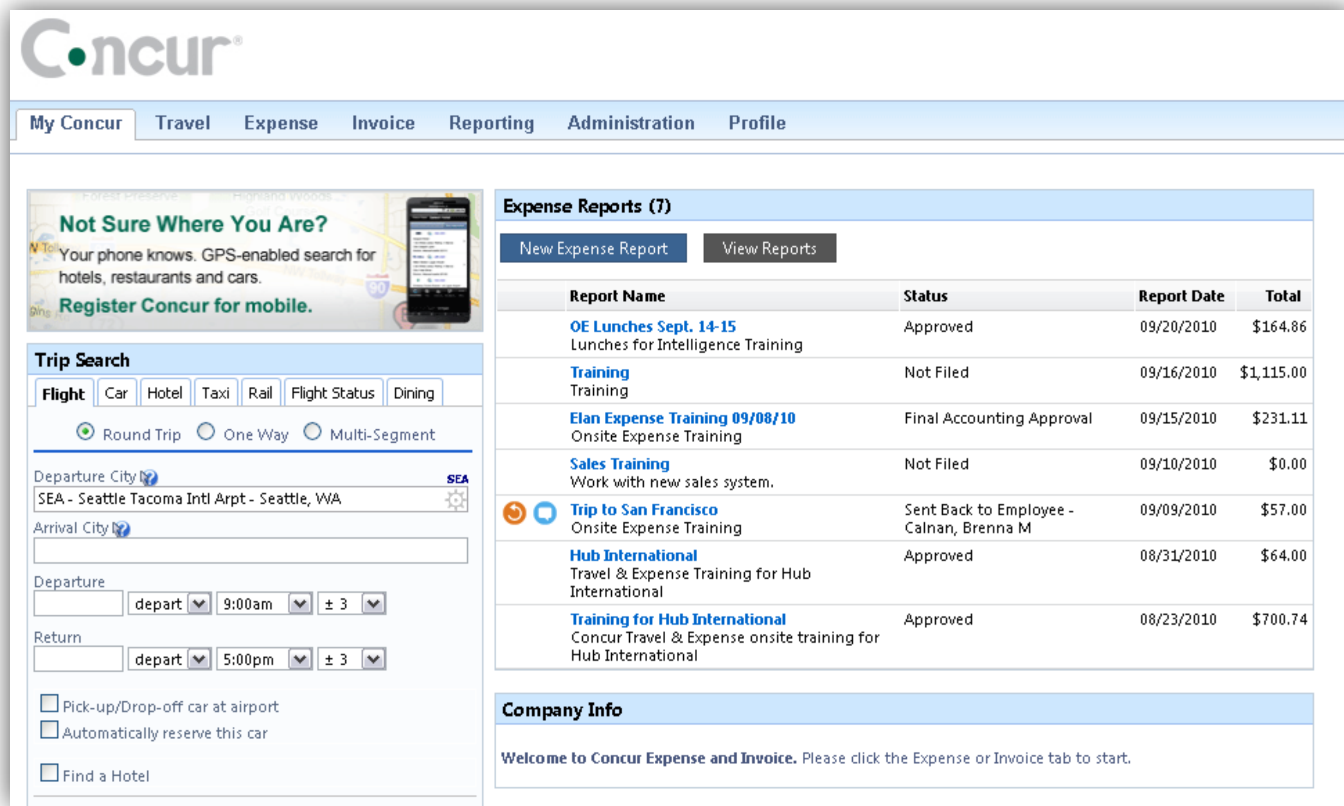
Your password is case sensitive.

If you are not sure how to log on, check with your Local Travel & Expense Administrator or contact the SAO Customer Service Center.



Section 2: Explore the My Concur Page

The **My Concur** page includes several sections that make it easy for you to navigate and find the information you need.



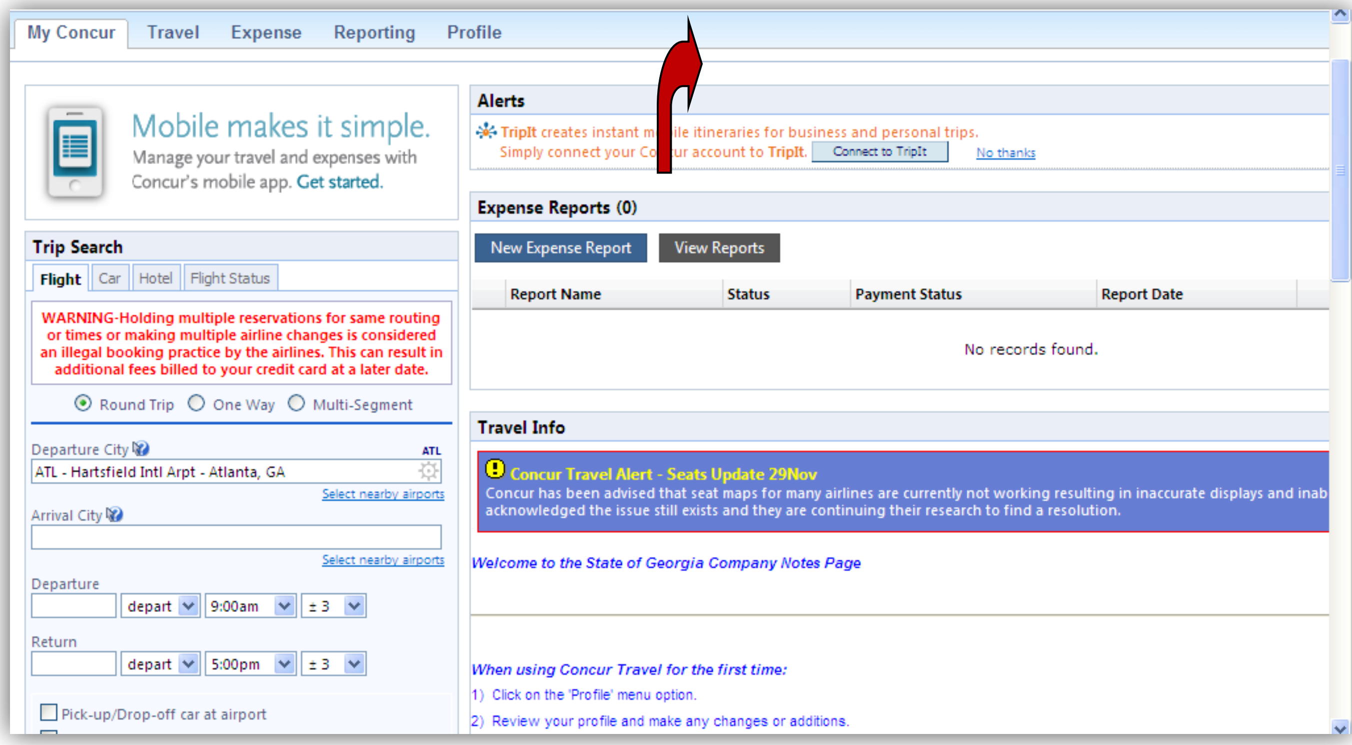
How to...	Additional Information
Use the **Trip Search** section.	This section provides the tools you need to book a trip with any or all of these: flight, car, or hotel. ***This section appears on My Concur only if your agency uses Travel.***
Explore the **Weather** section.	This section shows you the weather conditions at any selected airport.
Look at the **Company Info** section.	This section displays information and links provided by your company.

Section 2: Explore the My Concur Page (Continued)

How to...	Additional Information
Use the **Expense Reports** or **Active Work** section.	This section provides links to create a new expense report, or view your existing reports, authorization requests, or cash advances. It also lists your unsubmitted expense reports. ***If your agency uses Authorization Requests and/or Cash Advances, this section is titled "Active Work." Otherwise, the section is titled "Expense Reports."***
Explore the **Approval Queue** section.	This section lists the expense reports awaiting your review and approval as well as any Travel Authorization requests or Cash Advances if you are an approver for those functions. ***This section appears on My Concur only if you are an Expense approver and if you have received at least one report for approval.***
Explore the **Trip List** section.	This section lists your outstanding trips. ***This section appears on My Concur only if your agency uses Travel.***
Explore the **Trips Awaiting Approval** section.	This section lists the trips awaiting your approval. ***This section appears on My Concur only if your agency uses Travel and if you are a travel approver.***
Explore the **Available Company Card Charges** section.	This section lists all imported company credit card transactions.
Explore the **Travel Info** section.	This section provides contact information for help with booking travel and general travel information. ***This section appears on My Concur only if your agency uses Travel.***

Customize My Concur

You can move the panes around the **My Concur** page to better meet your needs. Click the top bar of a pane and drag it to a new position on the page.



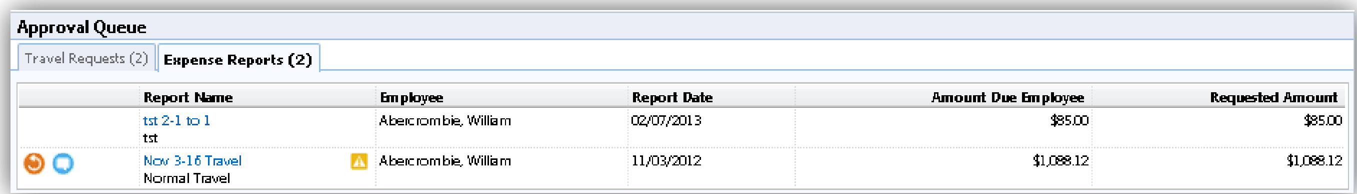
Section 3: Review and Approve Expense Reports

As an approver, you can approve an expense report “as is”; send an expense report back to the employee to modify and resubmit; or add another approver to the Work Flow. Remember, as an approver you will be required to attest to the validity of the expenses submitted on the Expense Report and that you viewed the attachments to the best of your knowledge.

The TEAMWORKS Travel & Expense system is configured to the Travel Policy and any specific Agency requirements. As an approver you are the second tier of Policy compliance, the system is tier one. The system will track everything you do, or do not do, when you electronically handle the Expense Report , Request or Cash Advance Request sent to you.

Review and Approve an Expense Report

All reports awaiting your review and approval appear in the **Approval Queue** section of **My Concur**.



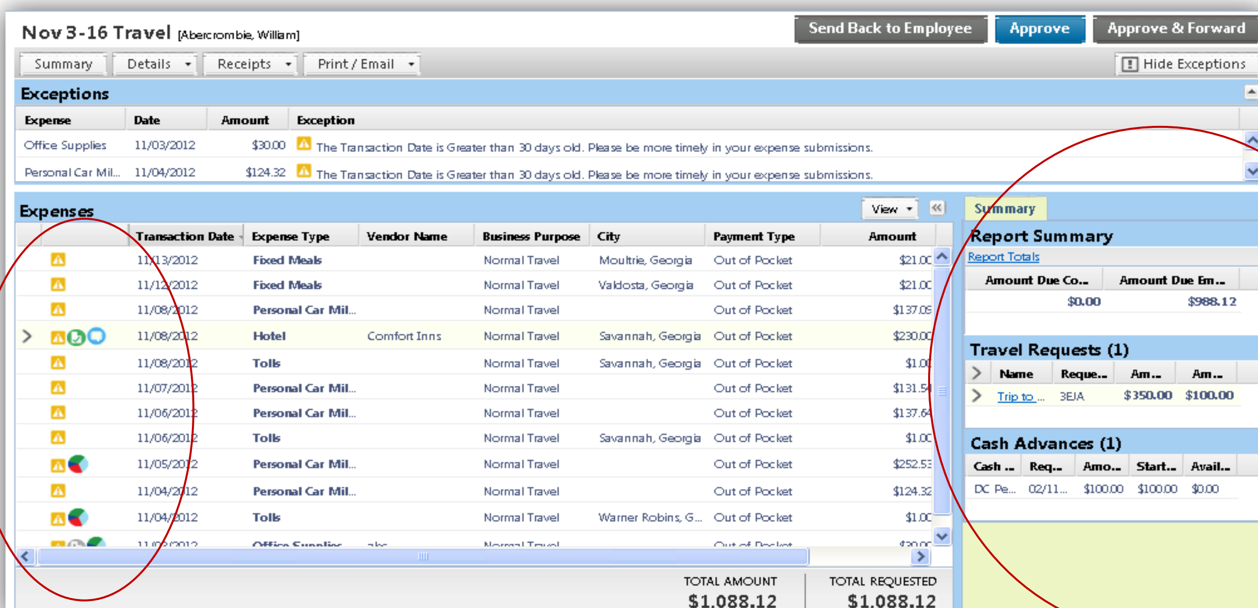
How to...

1. Access an Expense Report from the **Approval Queue** by clicking on the Report Name.

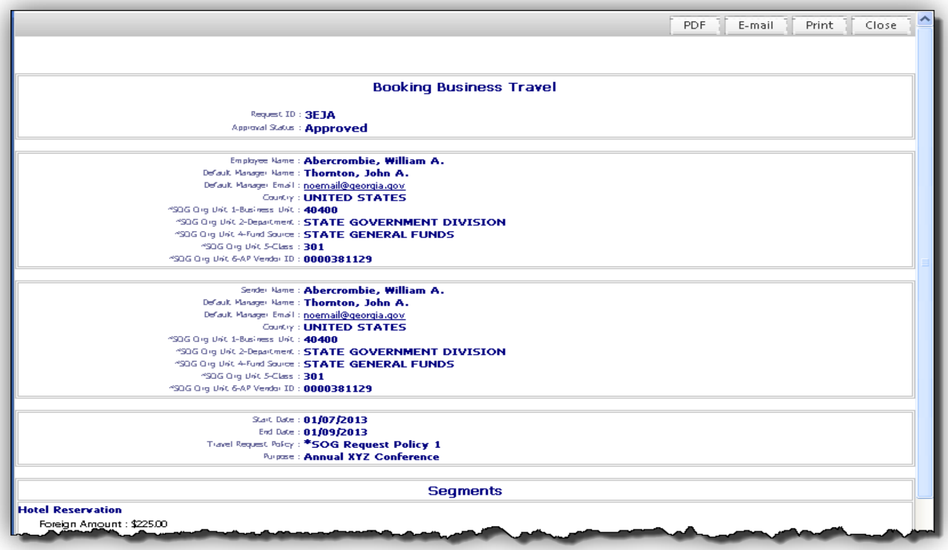
Additional Information

The **Expense Report** opens.

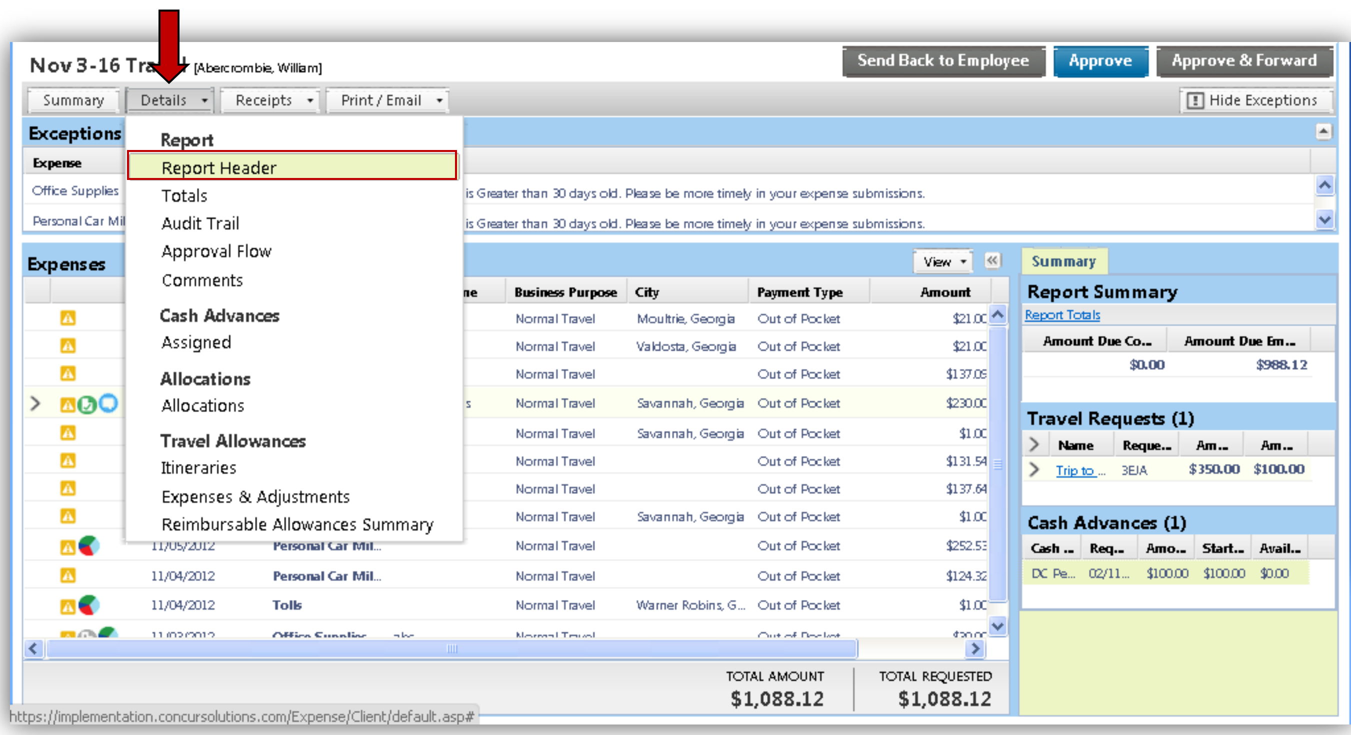
You can immediately see if there are exceptions, allocations and comments contained in an expense Report by the presence of various icons.



You can immediately tell if there were Requests or Cash Advances in the Summary section. Clicking on the Request name will display the detail. Cash Advance shows advances assigned to this report.



2. To review the Report Header information, click on the **Details** tab and select the **Report Header** from Report section of the drop down menu.

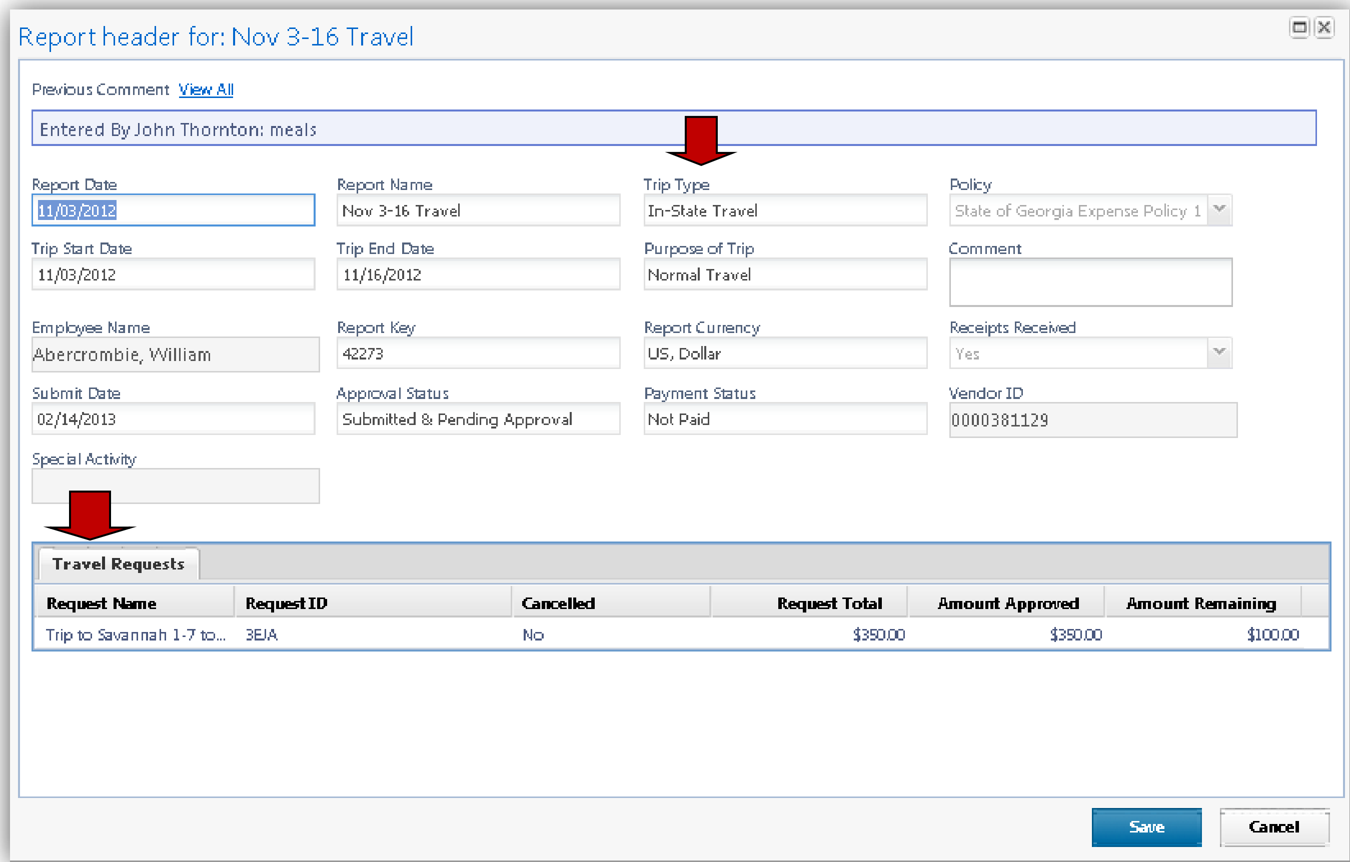


The **Report Header** page appears to allow you to view the contents of the Report Header.

Any approved **Requests** assigned to the Expense report will be listed in the Request section as well as in the Summary section shown on the previous page..

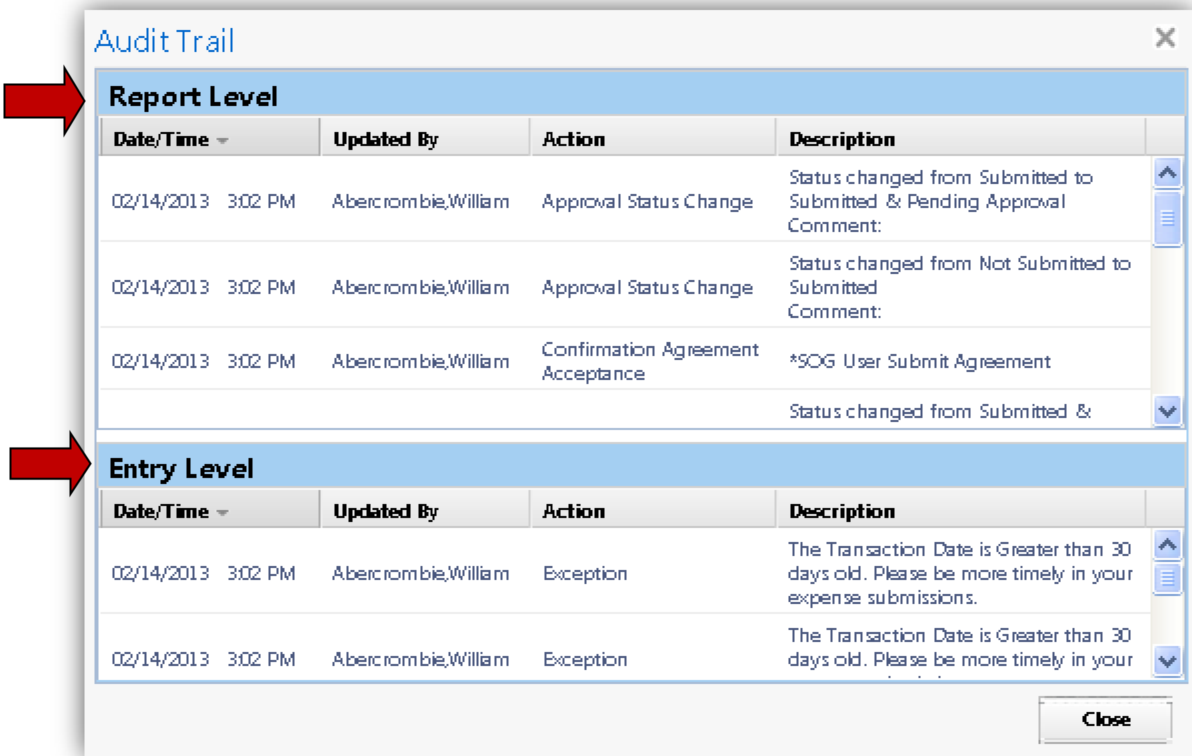
Pay particular attention to the **Trip Type** as it affects which General Ledger accounts will be used for this Expense Report.

Click **Cancel** when you are done viewing.



3. To review the Audit Trail of this Expense Report, click on the **Details** tab and select the **Audit Trail** from the drop down menu.

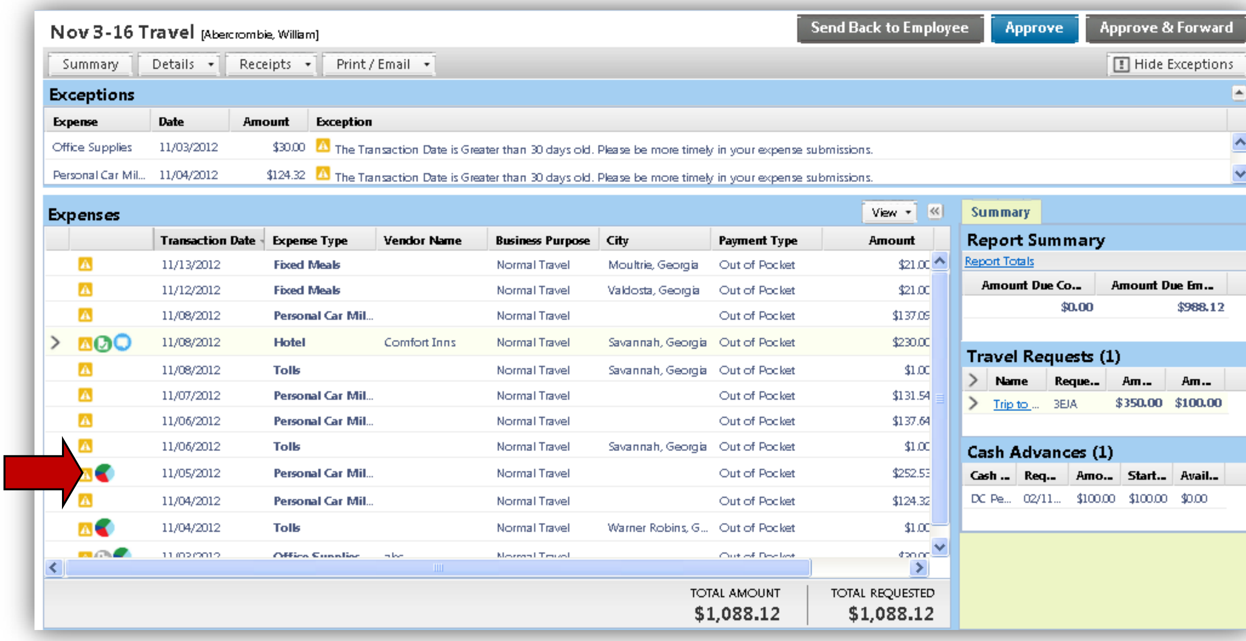
The **Audit Trail** appears allowing you to view the history of this expense report. A history of every time the report is “touched” after it is submitted appears here – including the system “touches” such as Exception Icons and Expense Report Status changes.



The Audit Trail is segmented into two sections: <u>Report Level</u> and <u>Expense Level</u>. The Audit Trail is created automatically and requires no action by the Employee, Approvers or Back Office.

Click **CLOSE** when you are done viewing.

4. To review Allocations made by the employee on the Expense Report:
   - Items displaying the allocation icon  have allocations entered.

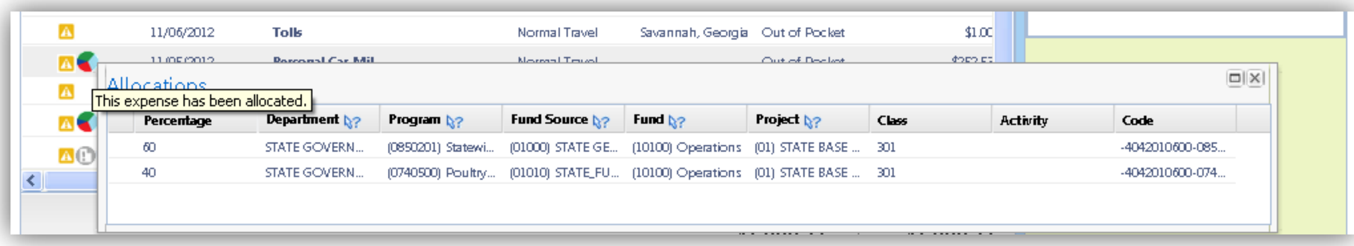


- You have two options to view the allocation:

  Hover you mouse over the allocation icon to display the data

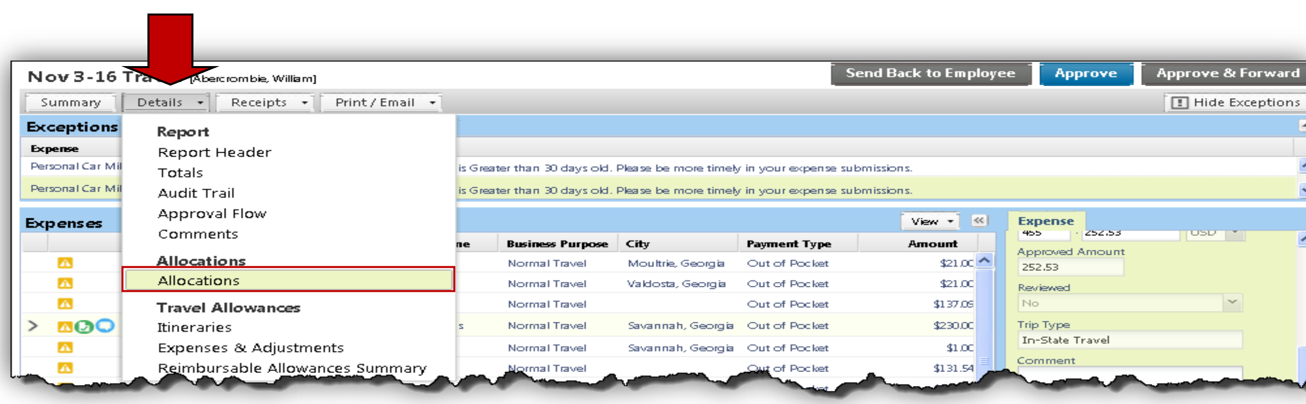
The Allocation details appear with either option.

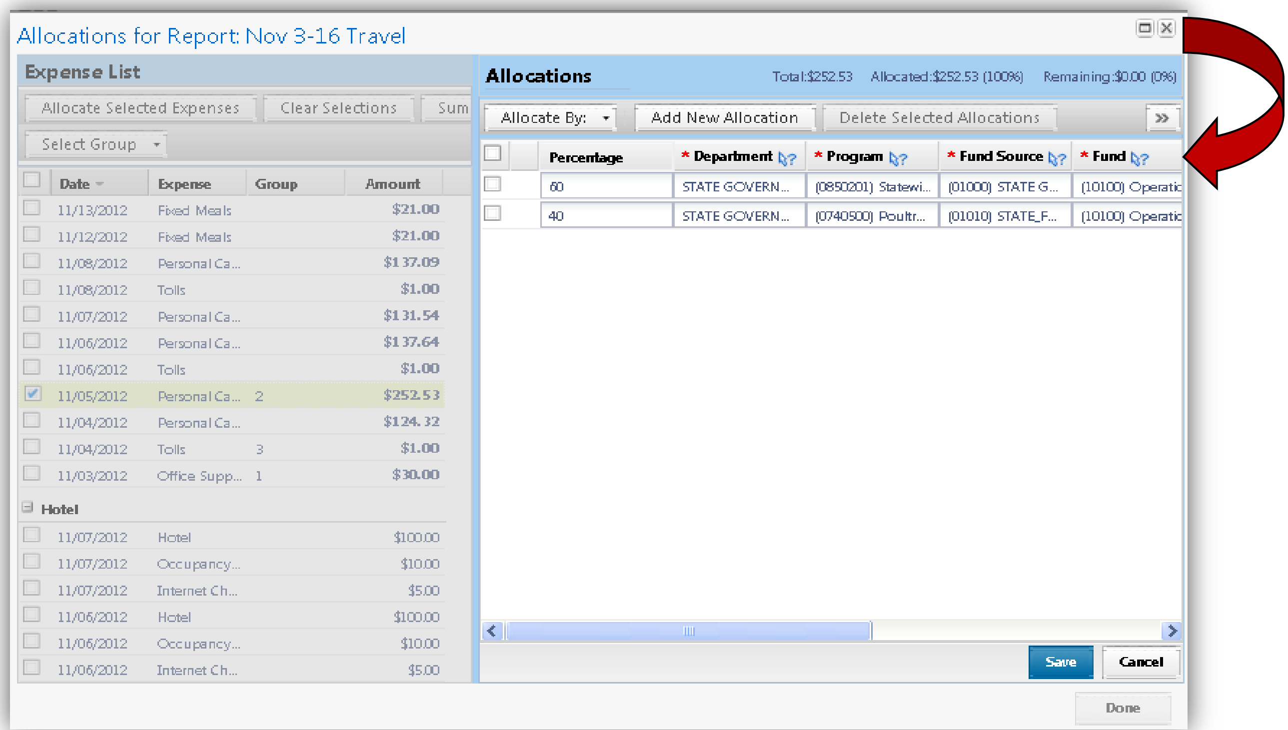
Note: Not all agencies are configured for Allocations to be entered by the Employee submitting the Expense Report.



  - Click on the **Details** tab and select **Allocations** from the Allocation section of the drop down menu.

The allocations will then display. Use the scroll bar at the bottom of the box to view all the fields.

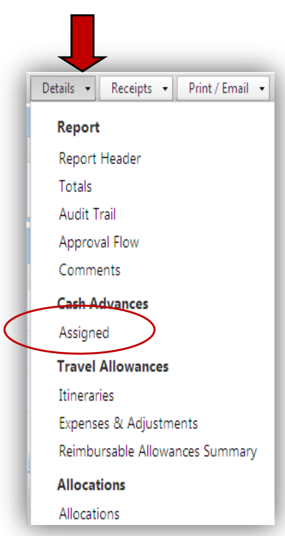




Click on **Cancel** and then **Done** when you complete viewing the allocations.

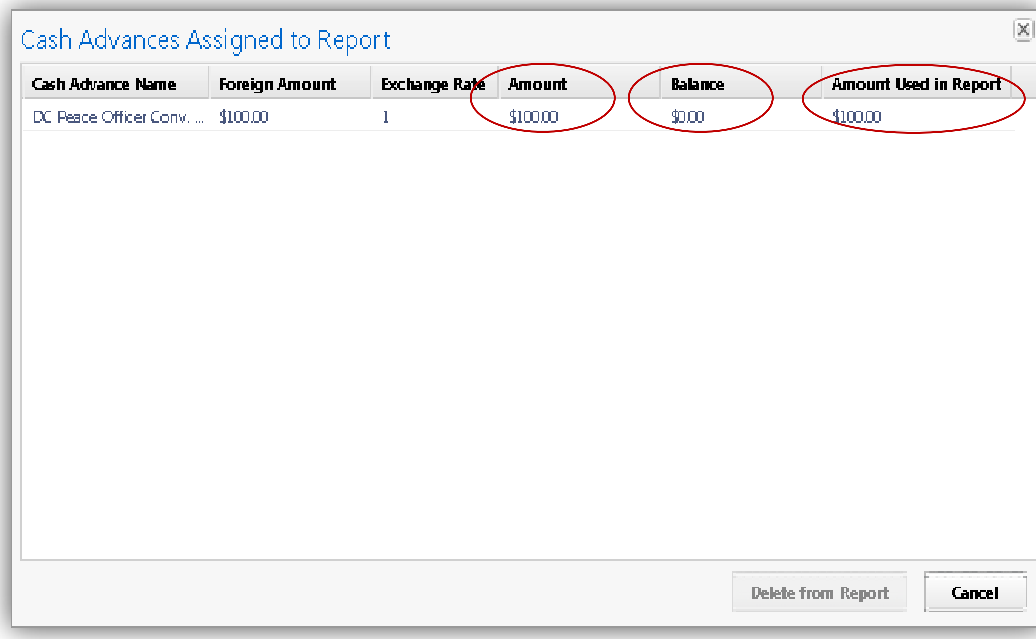
5. To view any approved Cash Advances assigned to the Expense Report

- View the Cash Advance item on the Summary. or
- Click on the **Details** tab and select **Assigned** from the Cash Advances section.
- Click **Cancel** when you are done viewing



The Cash Advances Assigned to Report window opens and lists the Cash Advance assigned. It shows the amount of the Cash Advance, how much was used in the Expense Report and any Balance.

If the **Cash Advance** was more than the expenses, make certain that the employee showed a **Cash Advance Return** line item in expenses for the difference and that the Agency has received a check from the employee for this difference.



6. To review Travel Allowances (Meals Per Diem) assigned to this Expense Report, click on the **Details** tab and select the **Itineraries** from the Travel Allowances section of the drop down menu.

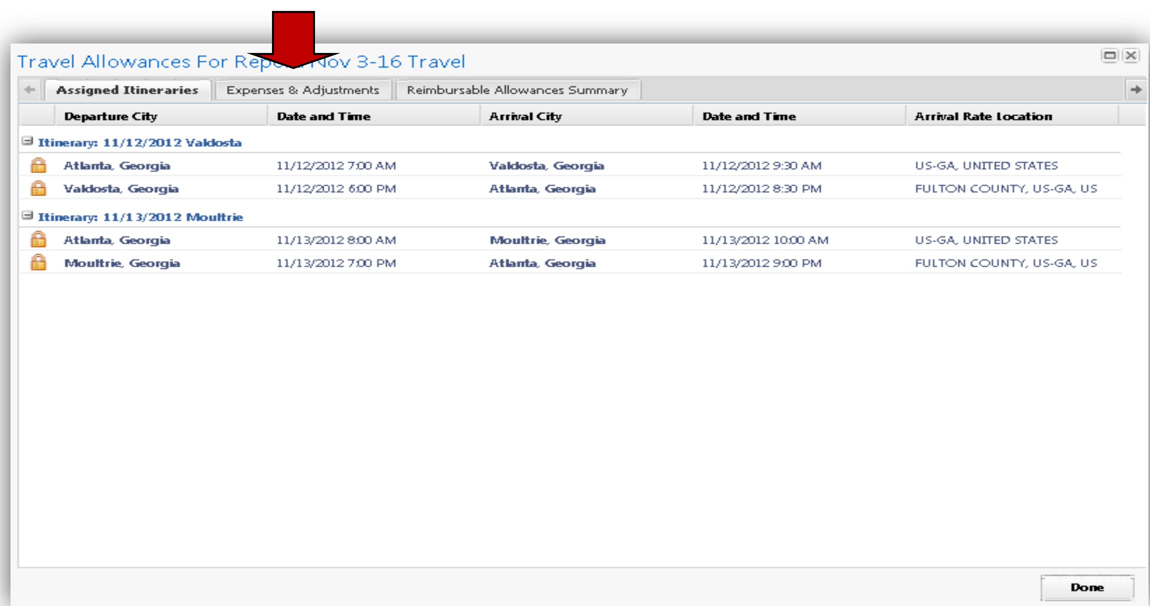
   In the same window (see red arrow), click on the **Expenses & Adjustments** tab to view the details by meal period for each day.

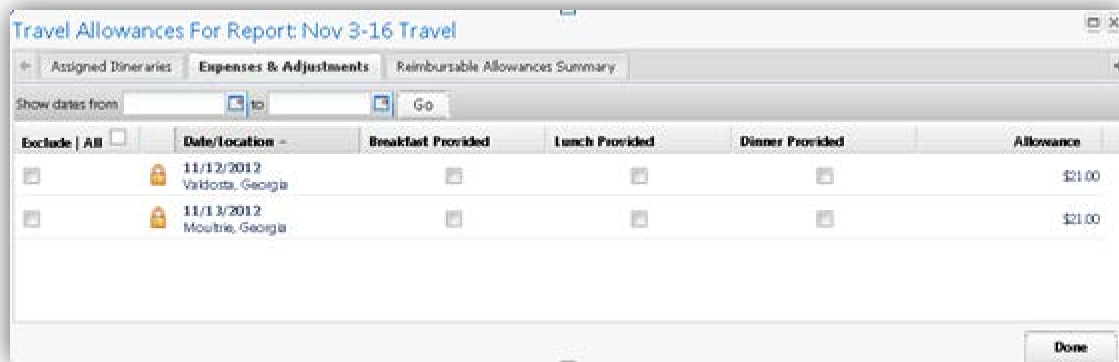
The Assigned Itineraries will display.

Use the Scroll Bars to the right if necessary to review all the entries.

Note: The system is configured to automatically determine high or low cost areas based on the last business location visited that day.

The Expenses & Adjustment tab opens.





Use the Scroll Bars to the right if necessary to review all the entries.

A checkbox next to a meal indicates that the employee did not claim that meal and the amount of the total reimbursement claimed for that day was reduced by that specific meal allowance in the Amount column.

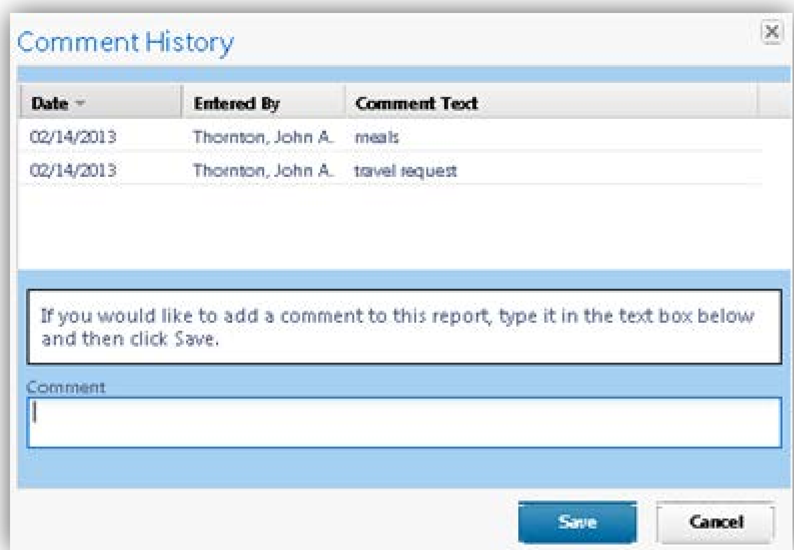
Note that per the Travel Policy for any single day travel not requiring an overnight stay, the employee must be in Travel Status for at least 13 hours to qualify for a Travel (Meals Per Diem) Allowance. The system automatically takes this into consideration.

Click **DONE** when you are finished viewing the details.

7. To review the Comments History of the Expense Report, click on the **Details** tab and select **Comments** from the Report section of the drop down menu.

You may add comments in the comments section.

Click **Save** to save your comments or **Cancel** to exit without adding any comments.

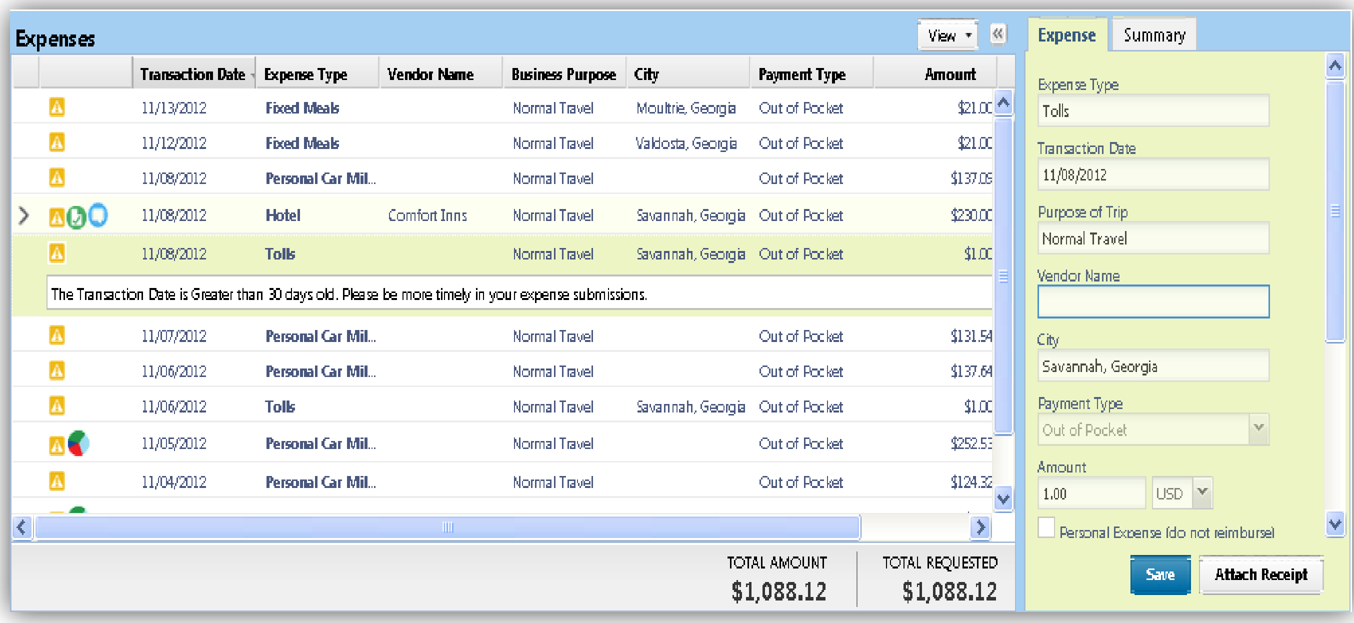


9. To review individual Expenses in the expense report, click on the expense item to display the Expense detail to the right.

Details of the expense as entered by the employee will display.

Pay particular attention to the information in any Comment boxes. Important information from the employee is contained in the comments and may be necessary for you to accept the expense.

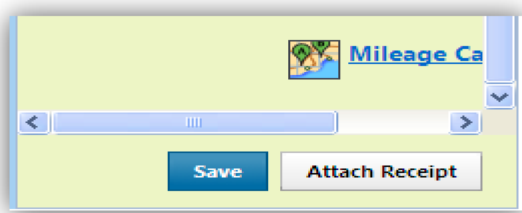
Note: Hover the cursor over any icons appearing with any expense item to quickly view the information for comments, allocations, etc.



Use the scroll bars to the right of the Expense detail to view all the informstion.

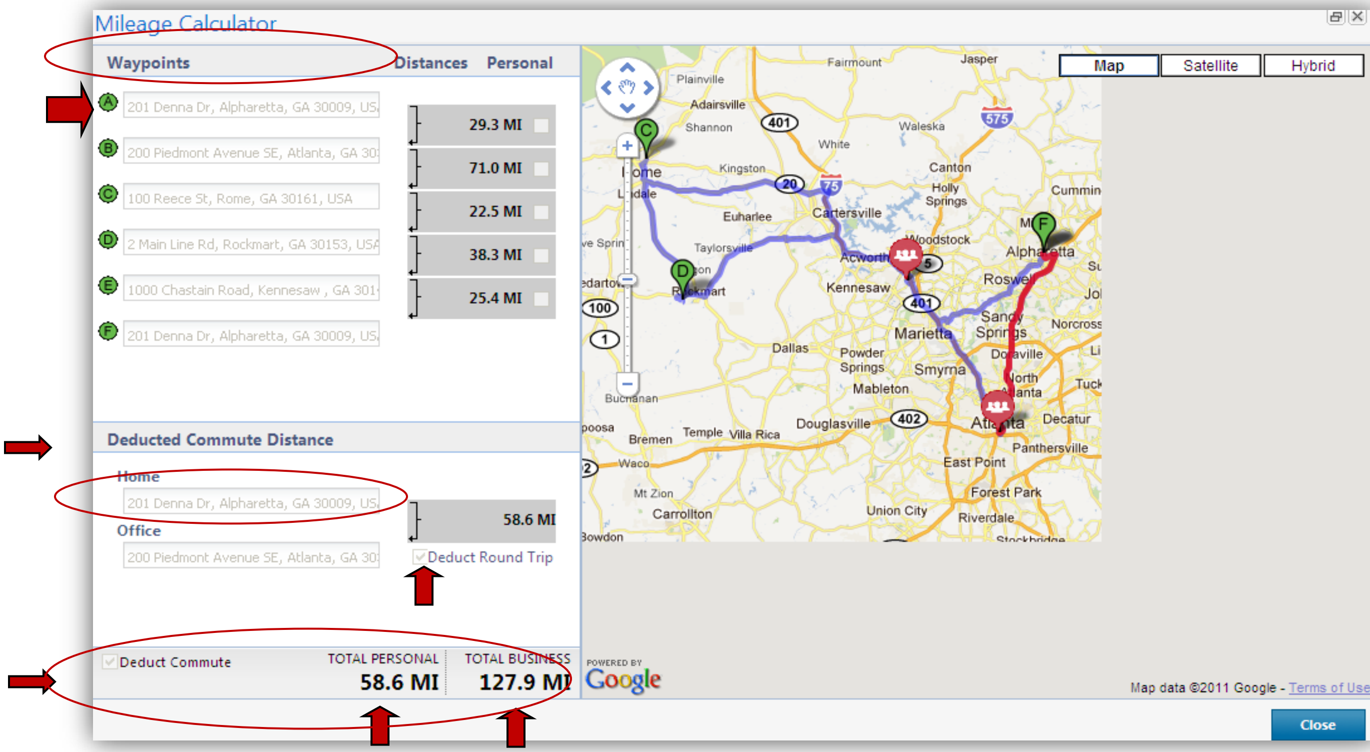
Pay particular attention to Trip Type and Payment Type. Payment Type determines whether an employee receives reimbursement or not.

10. To Review Personal Car Mileage: Additional information may need to be reviewed for some expense types.



To verify that the mileage claimed matches the mileage calculated click on **Mileage Calculator** at the bottom of the expense detail to the right.

The Mileage Calculator entry window will appear.



You can view the Waypoints, commute mileage, total personal miles and total business miles for each day claimed individually. Use the scroll bars as necessary to view complete data for the day you have selected.

Odometer readings have been replaced with the waypoints.

Note: Employees are reimbursed for Personal Car Mileage in excess of what they would normally drive from home to their normal assigned work station and back on a normal work day.

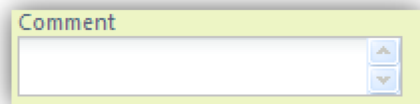
There are several factors you must take into consideration with regard to the Deduct Commute and Deduct Round trip elections. If the travel was made on a weekend which is not a normal work day or a state holiday or if the employee's assigned Primary Work Station is his or her home the normal commute mileage election is not required. Teleworking does not exempt the employee from deducting normal commute miles on a telework day. Additionally, employees are only required to deduct normal round trip commute mileage ONCE on trips with overnight stays. They have the option to enter it in multiple ways: all on one day, the first half on day one and the last half on the last day. Pay particular attention to all the areas marked with arrows (see previous page).

Click **Close** when you are done viewing the waypoints and return to the Expense detail.

Compare the Total Business miles from the Mileage Calculator with the Distance miles on the Expense detail. If there is a discrepancy, there should be an explanation in the Comments box. You should also see a note in the exceptions box advising of the difference between the calculated and claimed mileage if no entry was made in the Comments box.

Exceptions happen!

Sometimes there are valid exceptions. Employees are required to provide you with information why they made an exception (such as override the mileage from the Mileage Calculator due to detours or locations with no street address, using a personal vehicle when normally a rented vehicle would be more economical, etc.) in the Comments box in the Expense detail area.



The box can hold much more information than it appears! Notice the up and down arrows.

Any discrepancies without an explanation in the Comments box should qualify the Expense Report to be returned to the employee for correction.

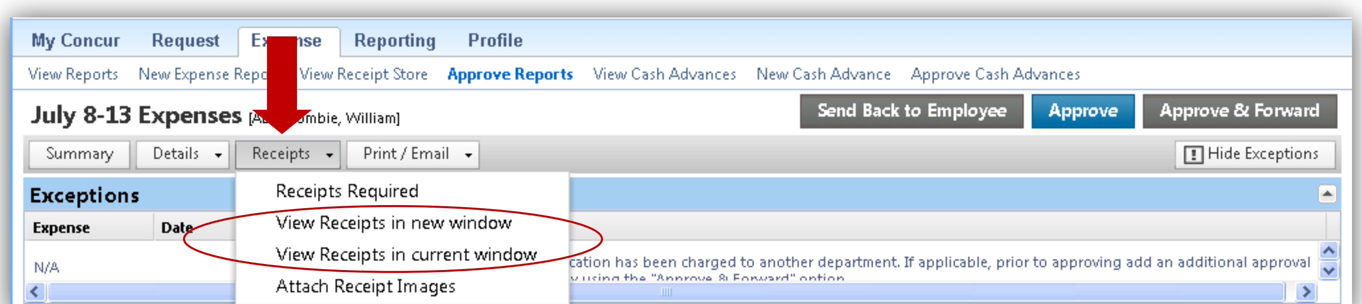
Things to look for:

- Does the total mileage calculated by the Mileage Calculator = the total miles claimed?
- Comments explaining exceptions to policy entered in the Comments box?
- DOAS Car Cost Comparison or other approval attached if necessary

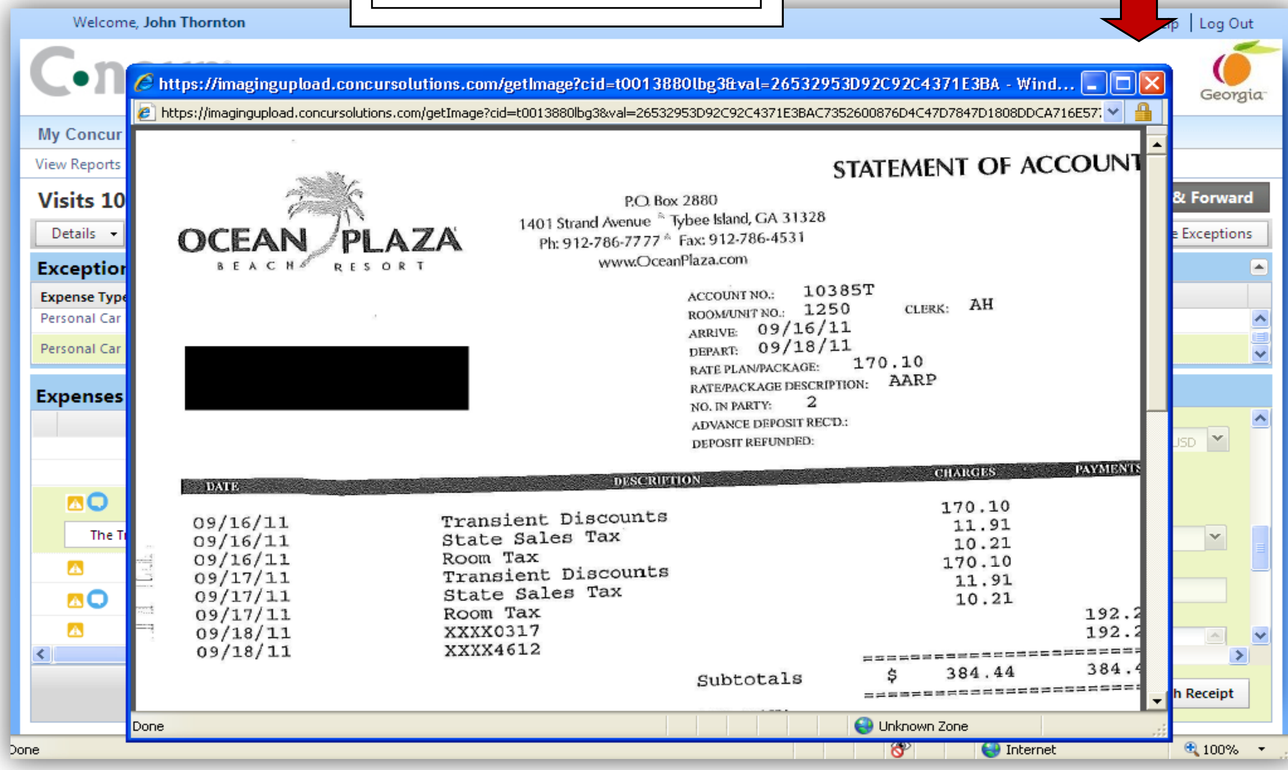
11. View Receipts attached to the Expense Report

You can choose how you will view receipts by selecting **View Receipts Required in New Window** or **View Receipts in Current Window** from the **Receipts** tab drop down menu**.**

These options display <u>all</u> receipts attached to the Expense Report.

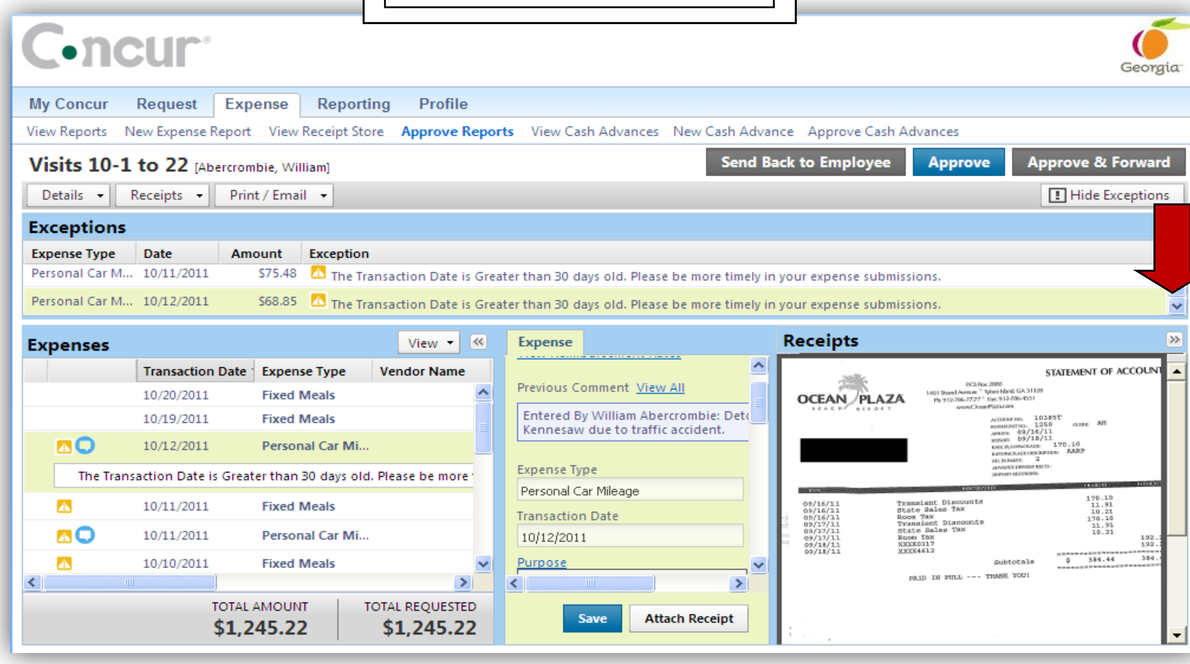


View in New Window Option



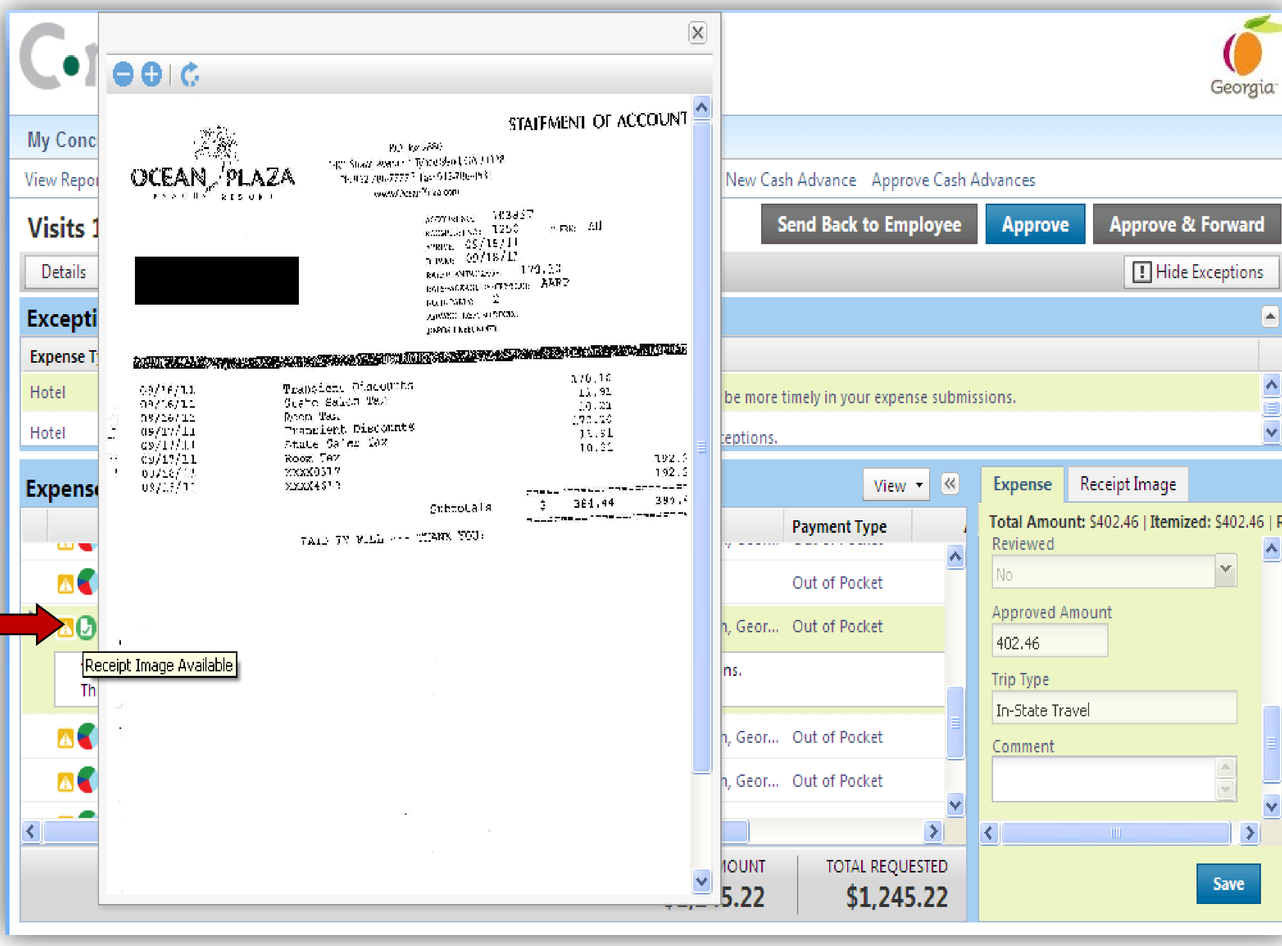
Click on the red X to close the new window.

View in Current Window Option



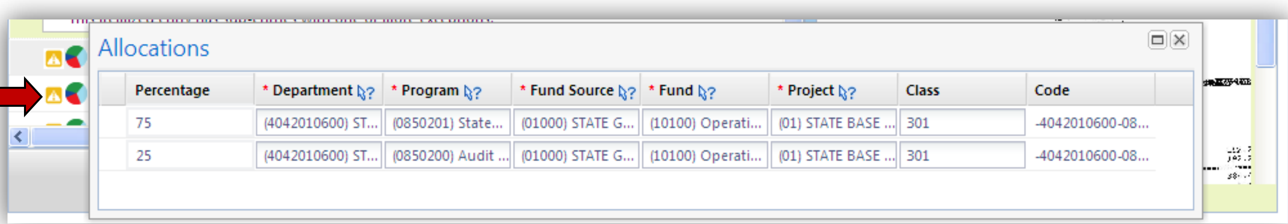
Click on the double arrow to close the Receipts window

You can also view the receipt images attached directly to an expense line item by hovering over the Receipt icon in the body of the Expense report on the left.



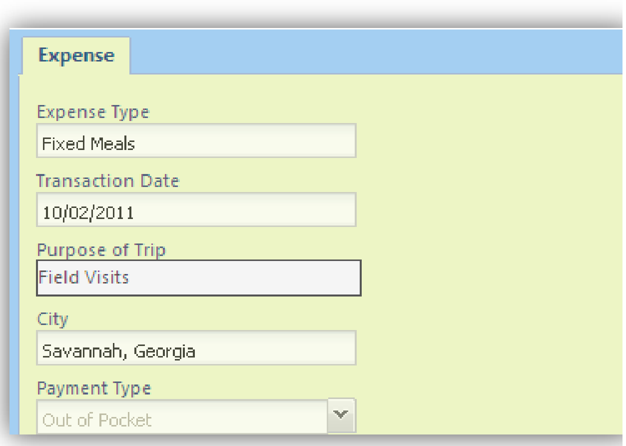
12. View allocations made by the employee.

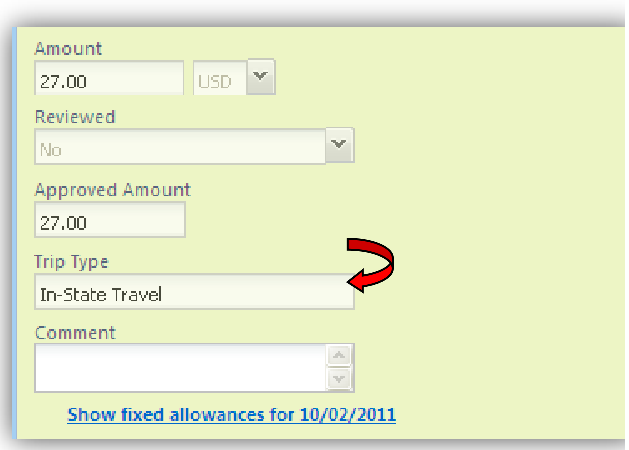
To view the allocation of an individual expense item, hover over the allocation icon to display the details of the Allocation.



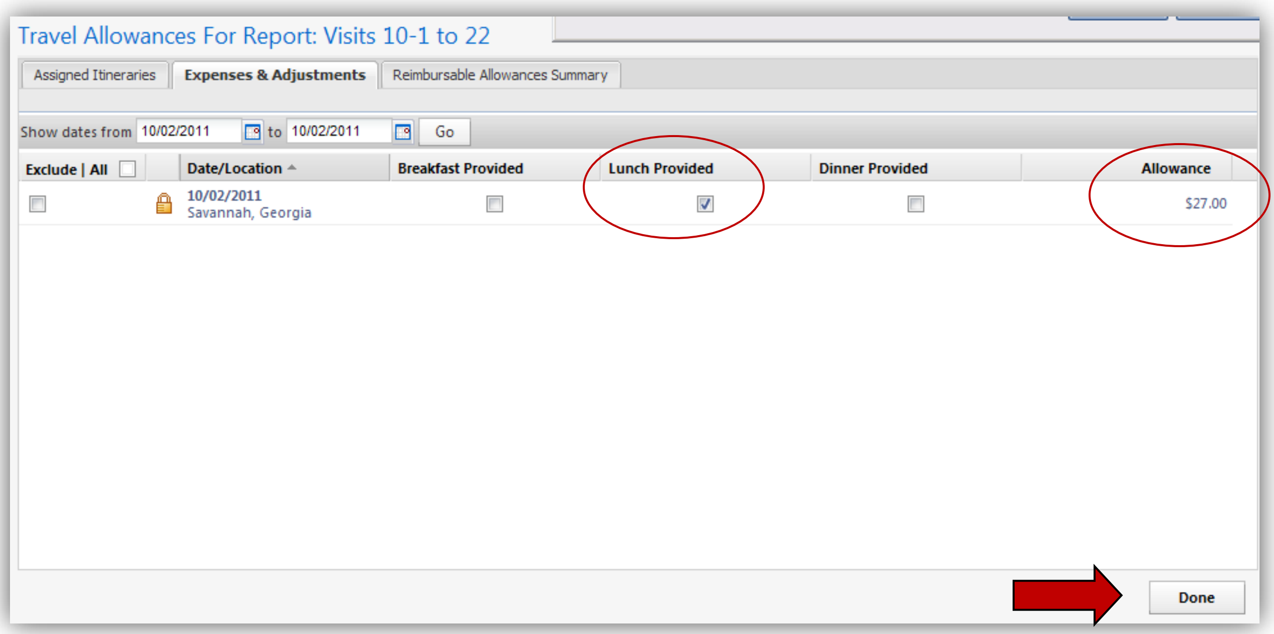
13. View details for Fixed Meals.

Fixed Meals is the expense type for Meals Per Diem or Travel Allowance.



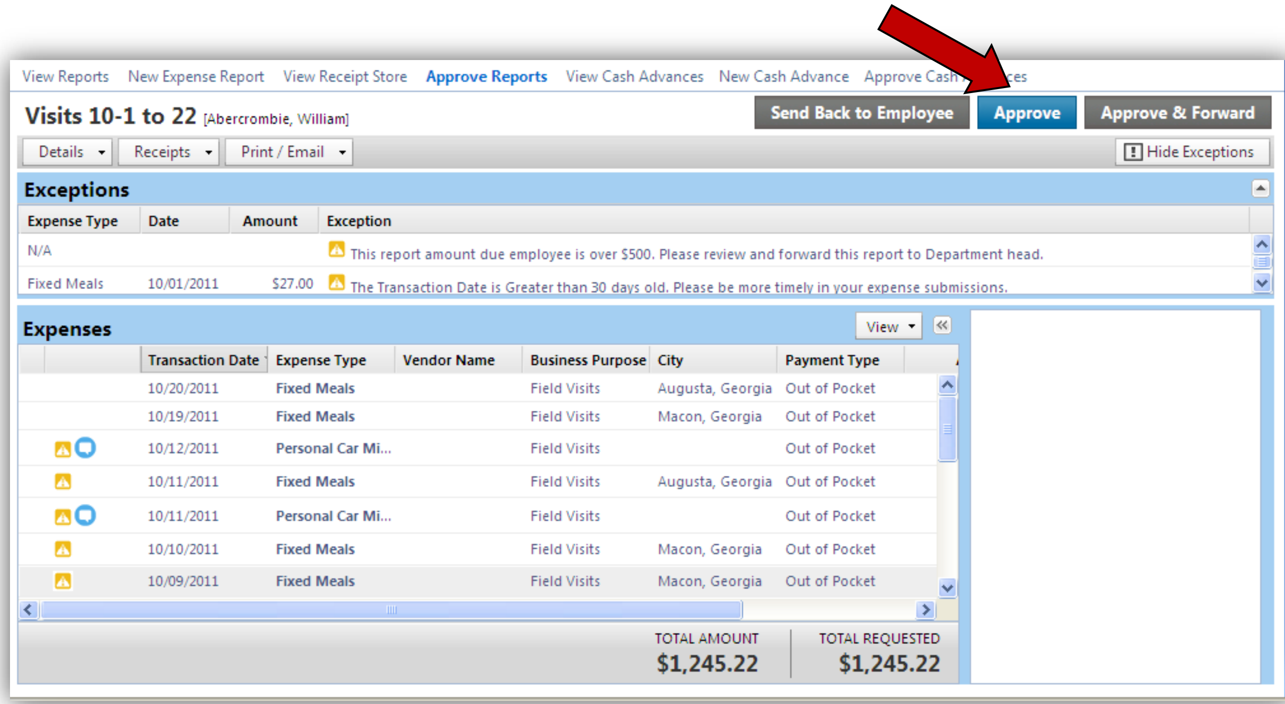


Click on the Show fixed allowances for {date} link to view the individual meal period allowances.

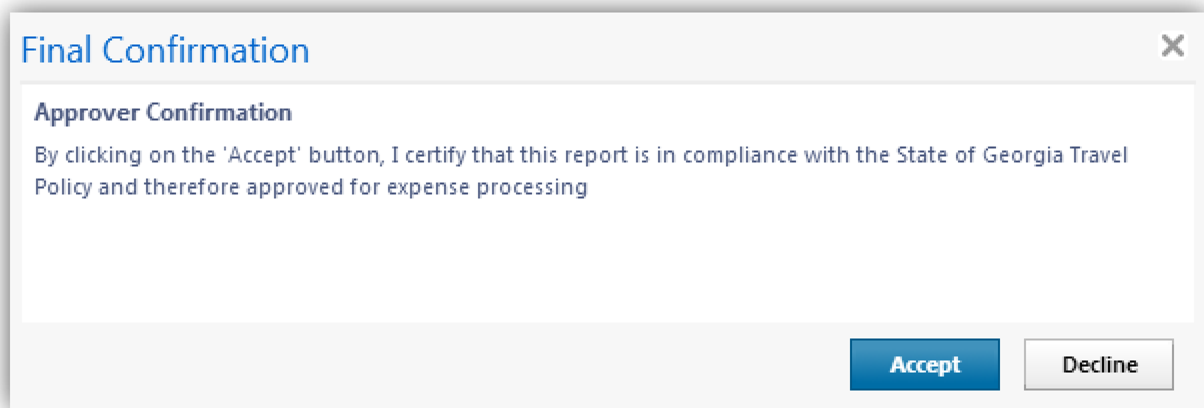


Click on **DONE** when you are finished viewing the Travel Allowance details.

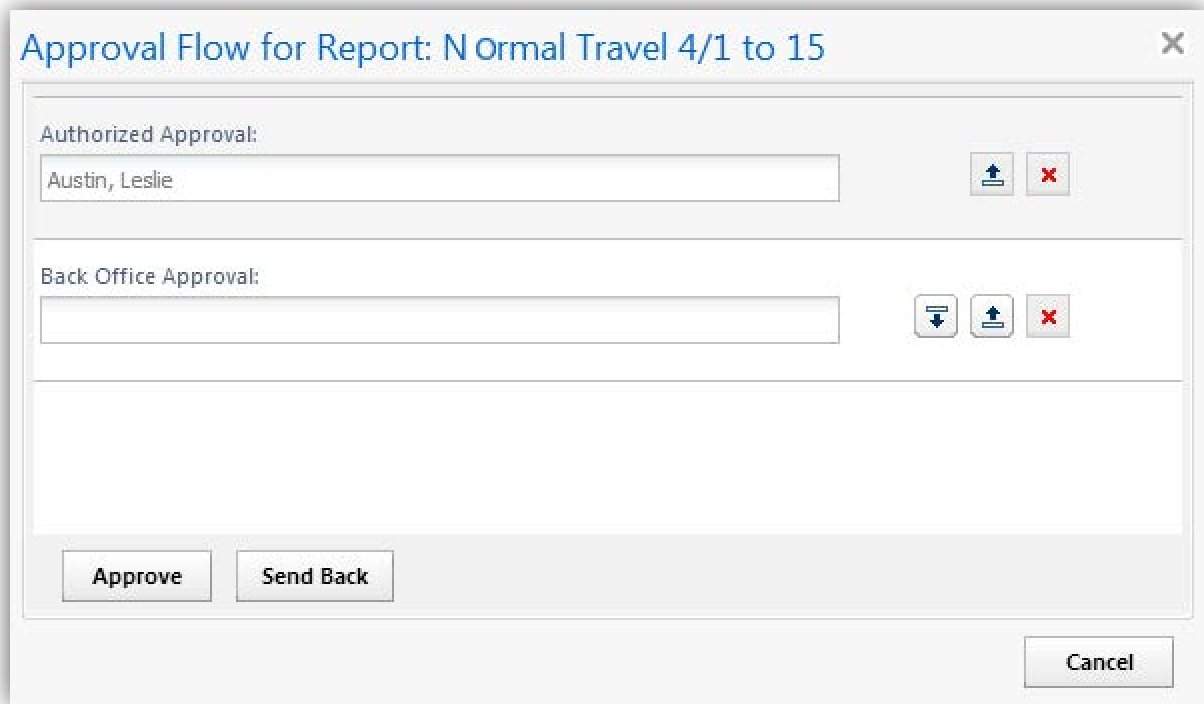
13. Approve an Expense Report: after you are satisfied with all the entries, comments and receipts attached, click on **Approve**.



14. Click **Accept** to acknowledge the Final Confirmation.



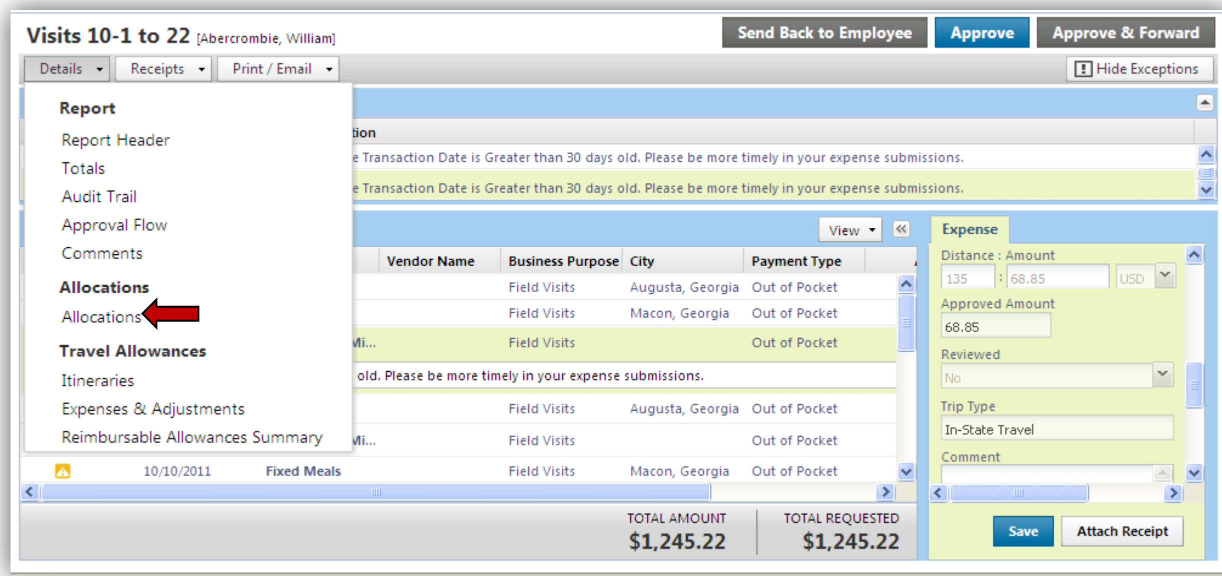
15. Click **Approve** to send the Expense Report to the next Approval level.


Approval Flow for Report: N ormal Travel 4/1 to 15
Authorized Approval:
Austin, Leslie
Back Office Approval:
Approve
Send Back
Cancel

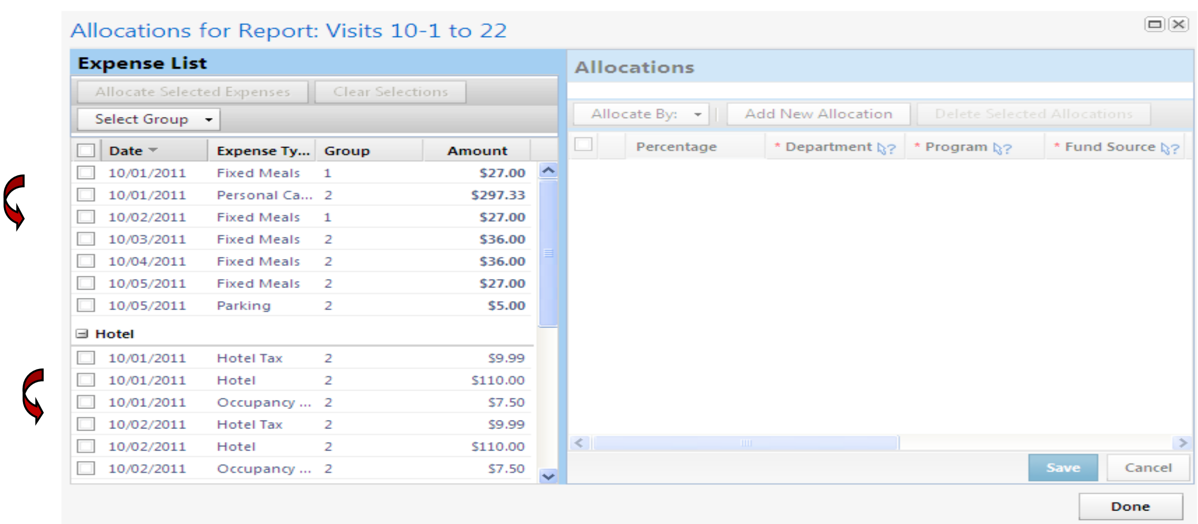
How to Allocate Expenses

The Allocations feature allows you to allocate single or multiple expenses to different chart fields (projects, departments, funds, etc.). Your Agency may not be configured to have the Approver enter Allocations.

How to...	Additional Information
1. Open an expense report from the Approval Queue	The Expense Report opens.
2. Click the **Details** tab  and select **Allocations** from the Allocations section of the drop down menu.	



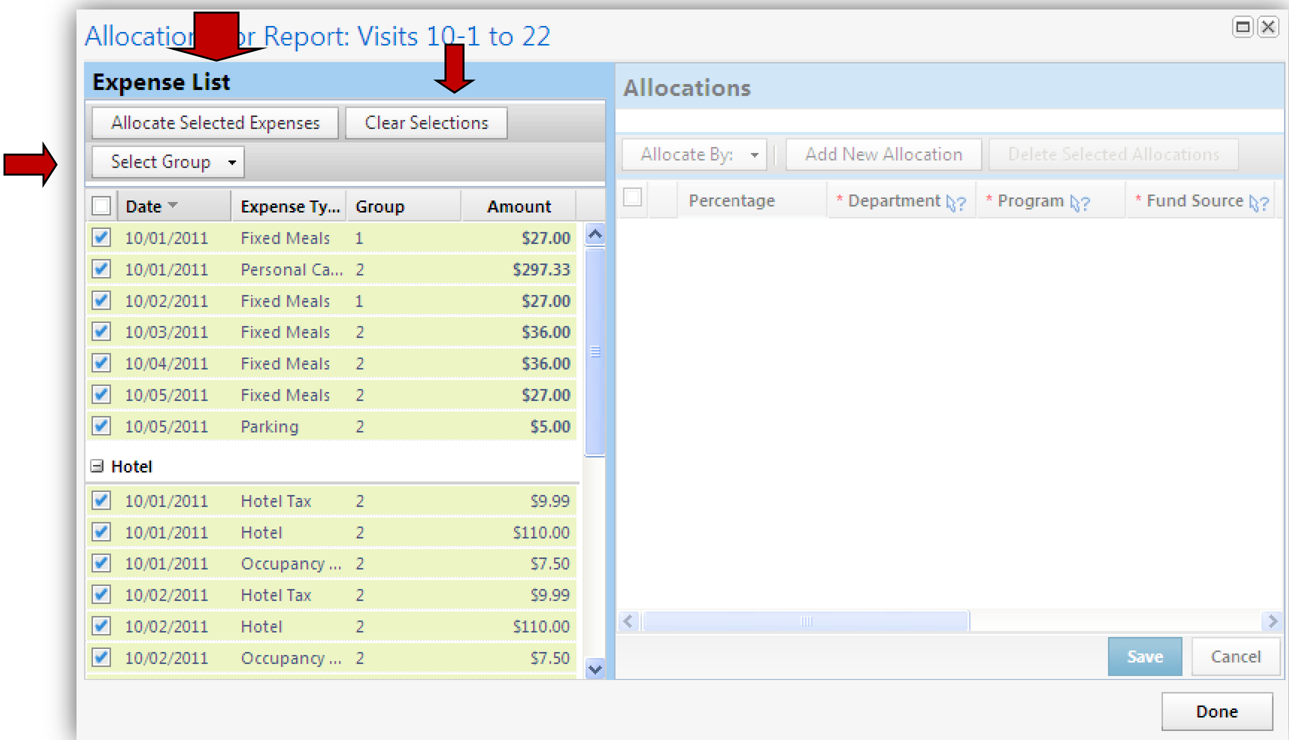
The **Expense List** for the **Allocates for Report** window appears.



3. Click in the check box next to the expenses listed in the Expense List that you want to allocate or click in the check box next to Date to select all the expense items.

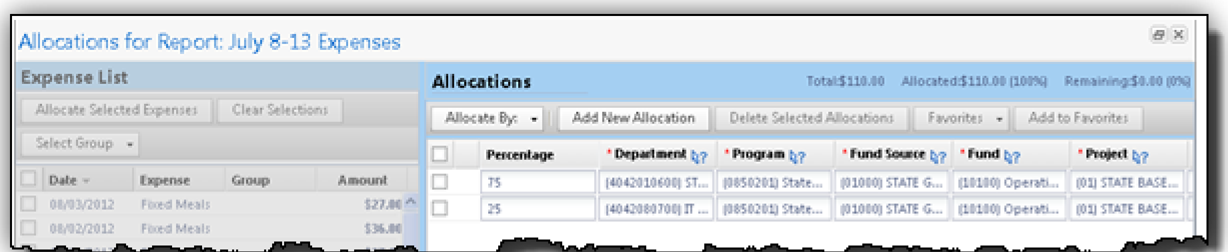
Select one, multiple or all of the expenses listed in the left hand column.

If you have already entered some allocations you will see group numbers. Click on **Select Group** to choose an entire group of expenses. Click **Clear Selections** to start the selection process over.



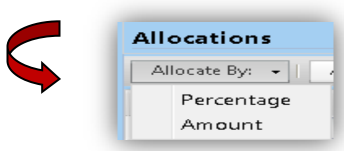
4. Click **Allocate Selected Expenses.**

The **Allocations** window to the right is now available.



5. Click **Allocate By** and select **Percentages or Amount**. (see above)

The system defaults to percentages.



You can allocate the expenses by a percentage of the total or by a specific amount

Initially one line allocated per the default settings for the user as coded in the HCM system with the entire amount of the expenses to be allocated as dollars or %.

6. Click **Add New Allocation** to add an additional line to split the allocation.

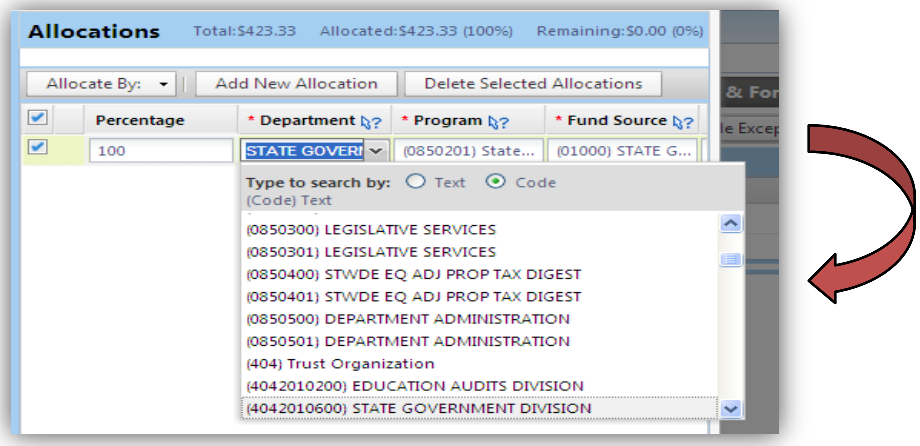
A new line appears to allow you to split the expenses between two different sets of GL entries.

Each time you click **Add New Allocation** a new line appears.

8. Click in the field representing the chart field you want to change.

Select the correct entry for the chart field. Once you click on a field, a list of available choices appears.

If you know the information for the chartfield you may type it in



Notice where the scroll bar is. The goes to the point in the list that reflects the default coding. Use the scroll bars to navigate up or down through the lists in the chart fields.

Also notice than the default search is by code. You can change the search to text by clicking the Text radio button.

Click on any additional chart fields you need to correct for this allocation.

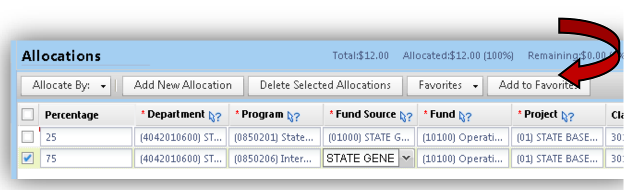
9. Enter the % or the dollar amount in the **Amount/Percentage** field you wish to allocate.

Percentage appears if you chose to allocate by percentage; **Amount** appears if you chose to allocate by Amount. You can change this at any time.

10. Click **Add New Allocation** for each additional line of allocation you require. Then repeat steps 7 & 8 for each line of allocation you add.

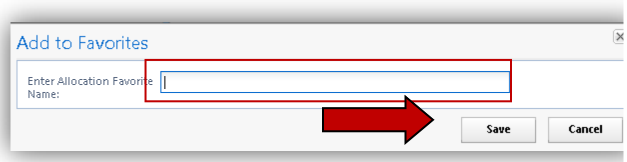
Add as many allocations as necessary. You can adjust the amounts and percentages.

11. To save this allocation to reuse again, click on the **Add to Favorites** tab.



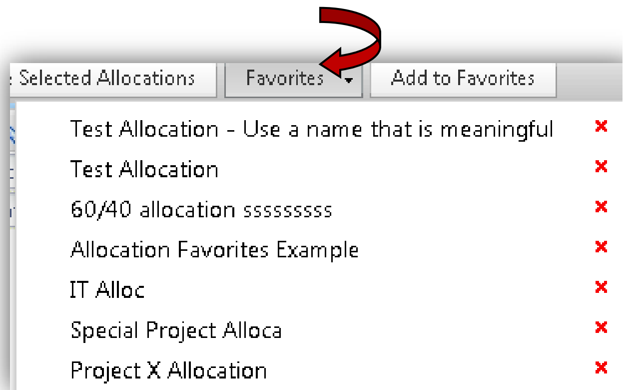
a) Enter a name for the allocation in the dialogue box that opens.

b) Click **Save**

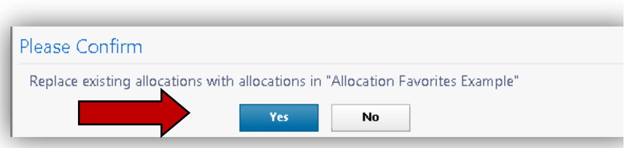


12. To use an existing allocation from Favorites, click on the **Favorites** tab.

a. Select the appropriate allocation from the drop down list.

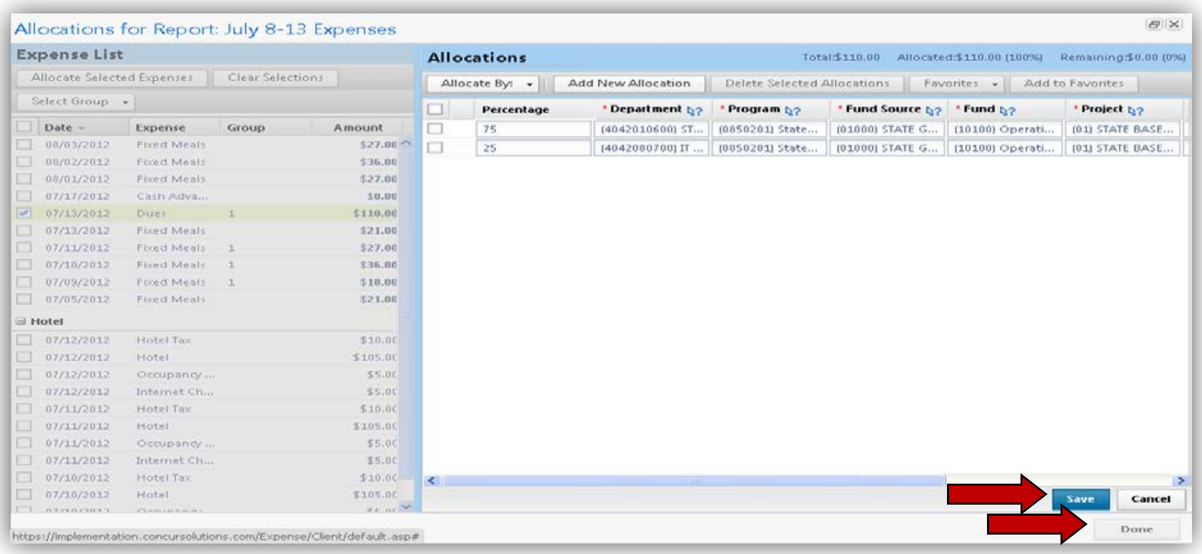


b. Click **Yes** in the dialogue box.



12. Click **Save** and then **OK**.
13. In the **Allocate Report** window, click **Done**.

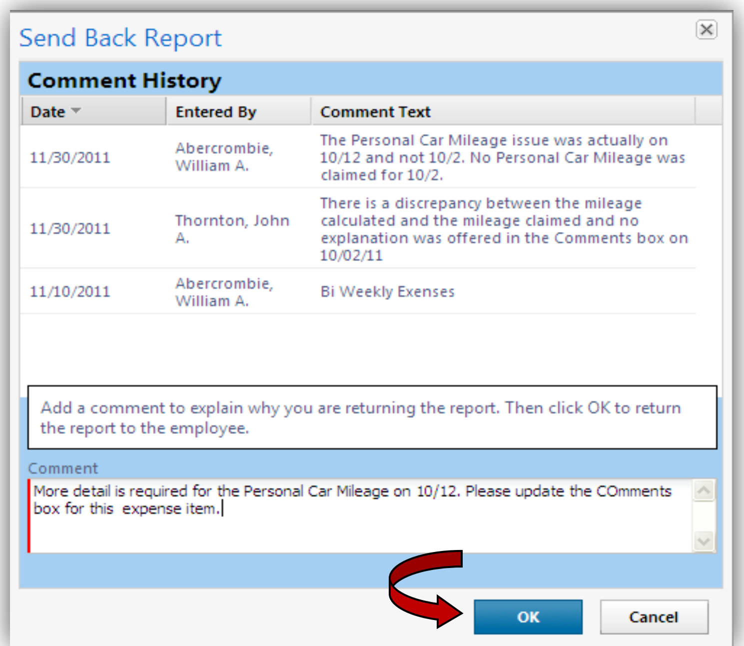
The allocation icon  appears on the left side of the expense items that have allocations.



Send an Expense Report Back to the Employee

All reports awaiting your review and approval appear in the **Approval Queue** section of the **My Concur** page.

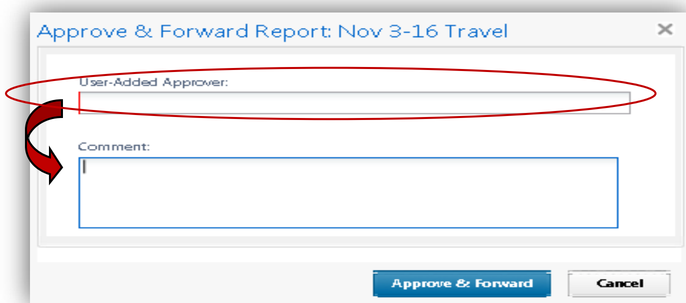
How to…	Additional Information
1. Click the report name (link) to open the report.	The **Expense Report** page appears.
2. Click **Send Back to Employee**.	The **Send Back Report** box appears.
3. Enter a comment for the employee, and then click **OK**.	The report is returned to the employee.



Add an Additional Review Step for an Expense Report

Depending on your Agency configuration, you can add additional approval steps for an expense report, as needed. For example, if an expense report has an amount that is greater than your authorized approval limit or if the expense report has an allocation to a cost center that is not within your approval authorization, you can manually select the appropriate approver for the report.

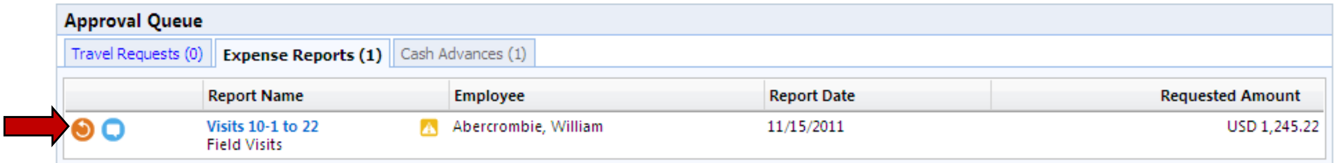
How to...	Additional Information
1. On the **My Concur** page in the **Approval Queue** section, click the report name (link) to open the report.	The **Expense Report** page appears.
2. Click **Approve & Forward**.	The **Approval Flow for Report** window appears.
3. Enter the last name of the approver you want to add in the **User-Added Approver** field.	The system will display a list of matches. Select the appropriate approver.
-OR-	
Click the **Search Approvers By** dropdown arrow.	A list of search options appears.
Select the desired search option from the dropdown list.	Search by First Name, Last name, Email Address, Login ID
In the **User-Added Approver** field, type the information matching the approver you want to add.	The system displays all matches for the search criteria that you entered.
From the list of matches displayed by the search, select the appropriate approver.	
4. Enter any comments necessary for the added Approver in the Comment box.	
5. Click **Approve & Forward**	The expense report is forwarded to the additional approver.



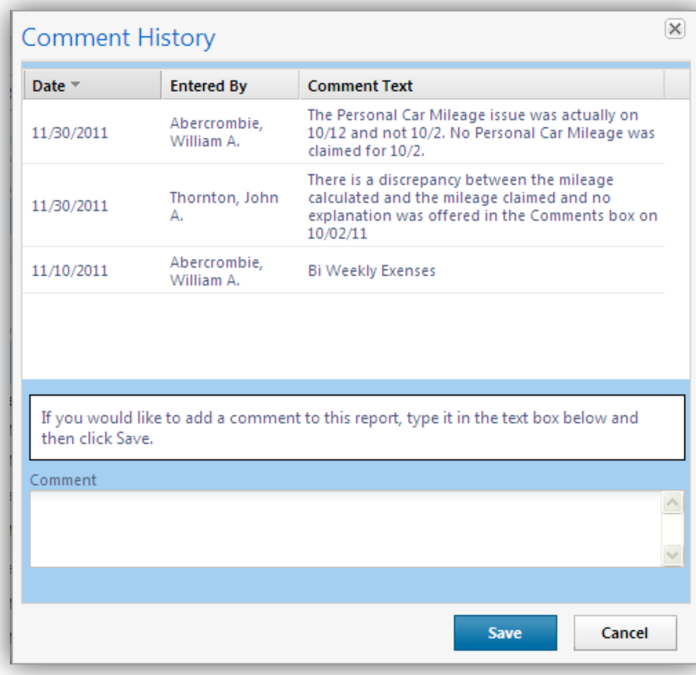
6. Click on **Accept** in the Approver Confirmation dialogue box.	The report continues the approval hierarchy and the Employee status for this report is updated.

Review A Resubmitted Expense Report

Any resubmitted Expense Reports waiting for your review and approval appear in the **Approval Queue** section of the **My Concur** page along with newly submitted Expense Reports. A resubmitted Expense Report is indicated by the Resubmitted icon.



How to...	Additional Information
1. Click the report name (link) of the report with the Resubmitted icon to open the report.	The expense report appears. This icon indicates the report was returned to the user, corrected and resubmitted for Approval.
2. Click on the **Details** tab and select **Comments** from the **Report** section.	The Report Level comments will appear. The comments you entered to instruct the employee what to correct appear here as well as any comments the employee sent back to you. Comment source is indicated in **Entered By**. Click **Cancel** to exit the Comments.



How to...	Additional Information
3. Review the item that was corrected.	
4. Click **Approve**. The prompts will be the same as when you first approved the Expense Report.	The report moves to the next step in the workflow.

Section 4: Review & Approve Cash Advance Requests

Depending on your Agency policy, employees may be able to request a Cash Advance in TeamWorks Travel & Expense before incurring travel expenses. Once submitted, the request is routed to the employee's Cash Advance Approver, who may or may not be the employee's manager and may be different from the employee's expense report approver. Cash Advance will not appear if it is not configured for your Agency or if you do not have approval authority.

All Cash Advance Requests awaiting your review and approval appear in the **Approval Queue** section of **My Concur**.

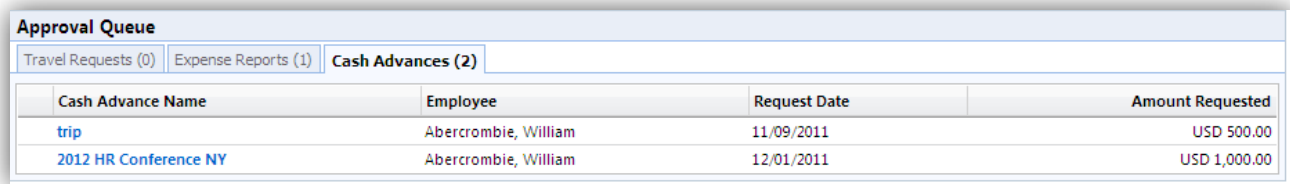
How to...

1. Access a Cash Advance Request from the **Approval Queue** by clicking on the Report Name.

Additional Information

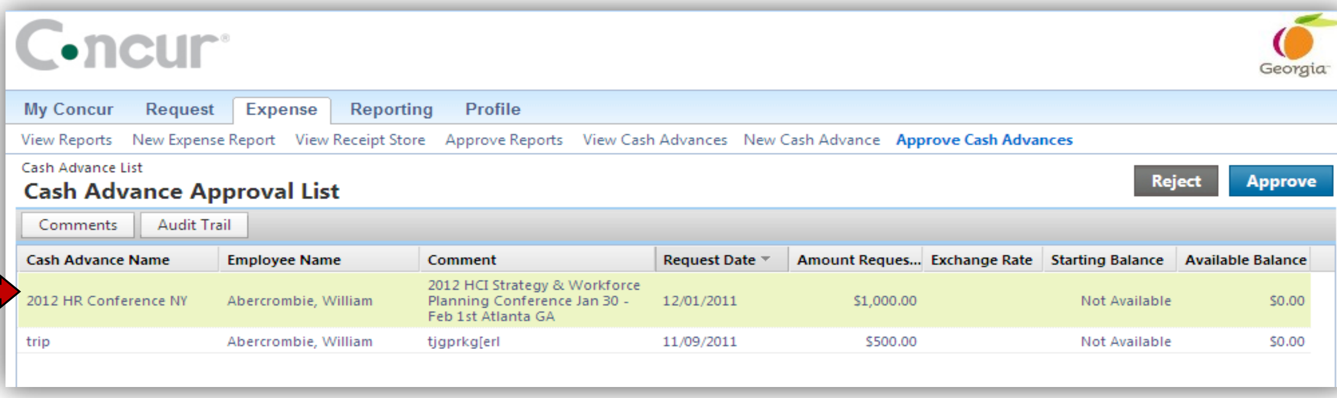
The **Cash Advance Approval List** opens.

Select one to review for approval by clicking on it.



The **Cash Advance Approval List** opens.

Select one to review for approval by clicking on it.



2. To Approve the **Cash Advance** click on **Approve**.

There are only a couple of fields in the Cash Advance Request. You can see all of them.

Enter any comments in the **Approve Cash Advance** box appears and then click **OK**

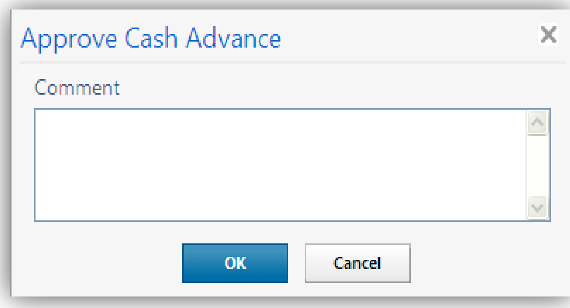
The Cash Advance Request will be routed to the Cash Advance Administrator for final approval.

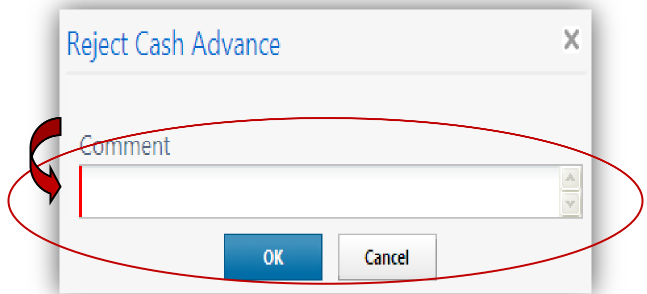
3. To Reject the Cash Advance, click on **Reject**.

A **Reject Cash Advance** box appears. You are required to enter a reason for rejecting the **Cash Advance Request.**

Click on **OK**.

The rejected **Cash Advance Request** is routed back to the employee.

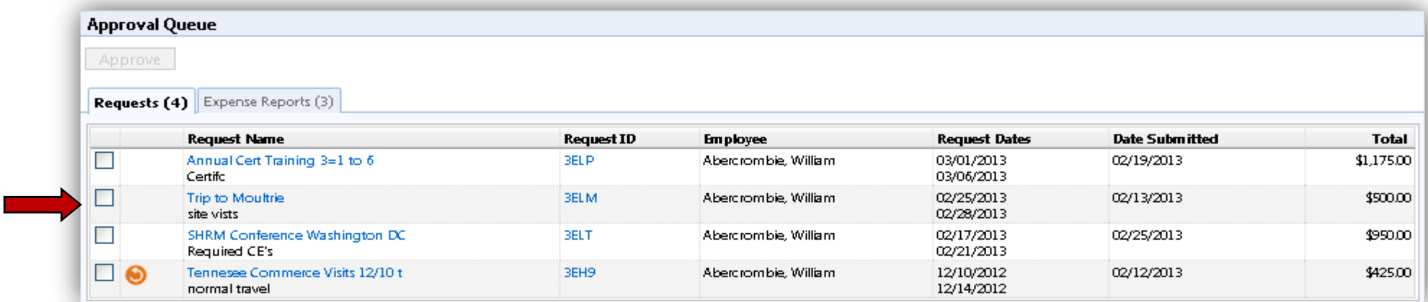




Section 5: Review & Approve Requests

Depending on your Agency policy, employees may be required to make a Request to get pre-trip authorization before incurring travel expenses. Once submitted, the request is routed to the employee's Request Approver, who may or may not be the employee's manager and can be different from the employee's expense report approver. Request Approval hierarchy is determined by each Agency. Request will not appear if it is not configured for your Agency or if you do not have approval authority.

All Requests awaiting your review and approval appear in the **Approval Queue** section of **My Concur.** You can also access them in the **Request Tab** under **View Requests**. The second option allows you to view unapproved and previously received Requests.



How to...

1. Access a Request from the **Approval Queue** by clicking on the Report Name.

2. Review the **Summary Request Header** information.

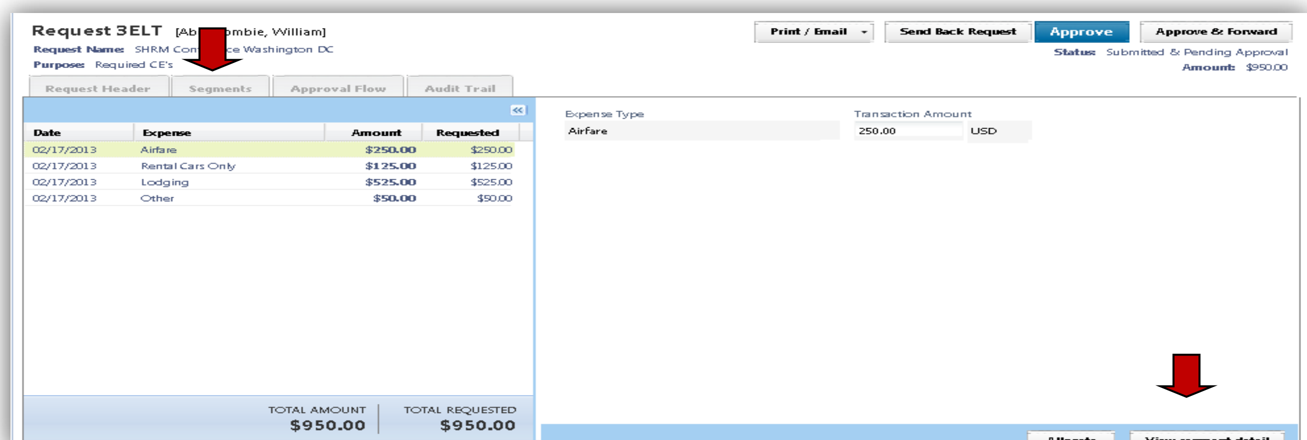
Additional Information

The **Request** opens showing summary detail by segment type.

The **Request Summary** opens automatically when you open the Request.

To view segment details, click on **View Increment Detail** or the **Segments** tab**.**

If you see the delegate icon it indicates this report was submitted by a delegate and not the employee.

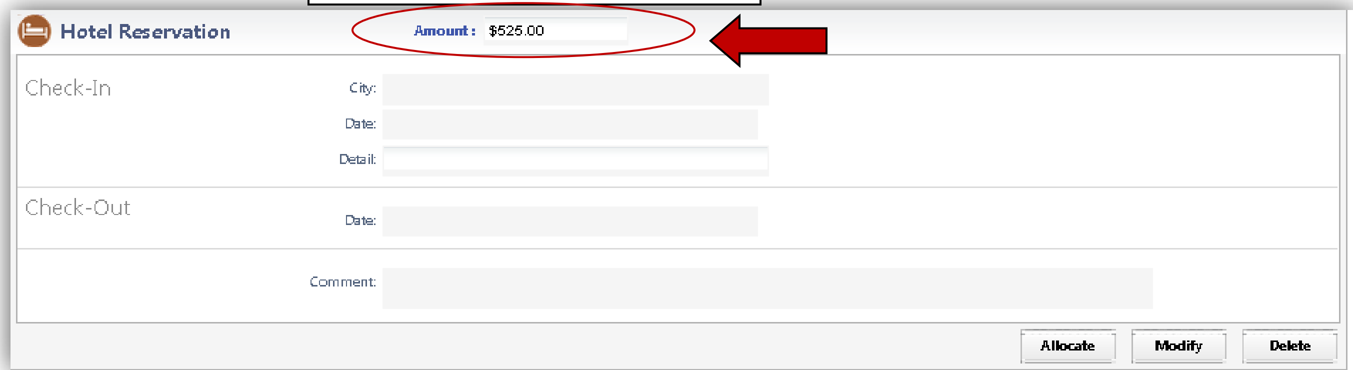


3. Review the **Segments** information: click on the Segments tab to view the details.

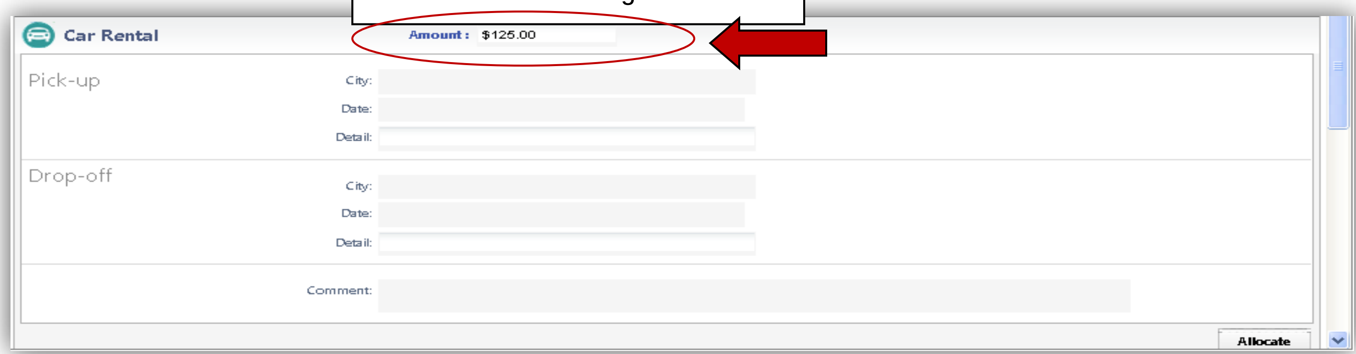
Segments information can contain specific airline ticket costs, car rental costs, hotel costs, miscellaneous costs and dining (Meals Per Diem/Travel Allowances) estimated by the employee for the requested travel.

Using the Scroll Bars on the right, scroll through and review each segment.

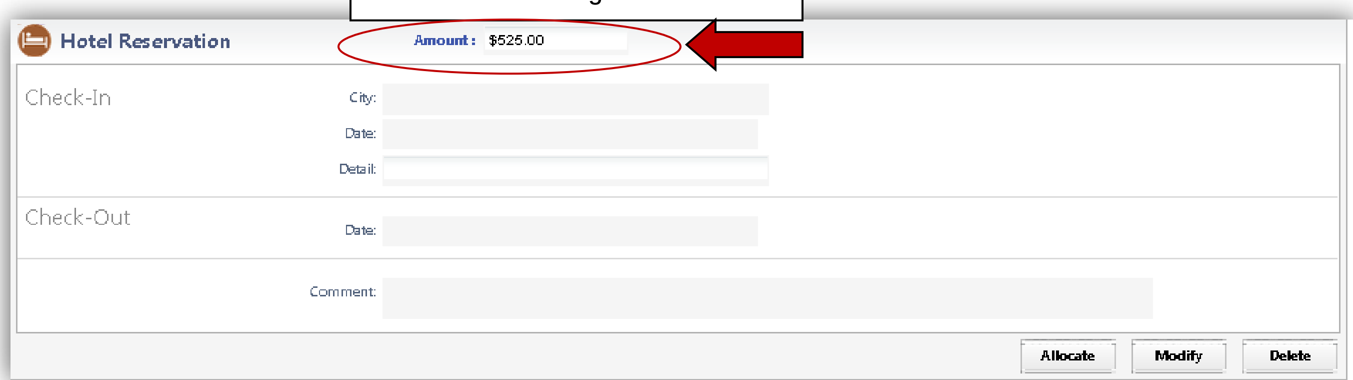
Air Ticket Segment



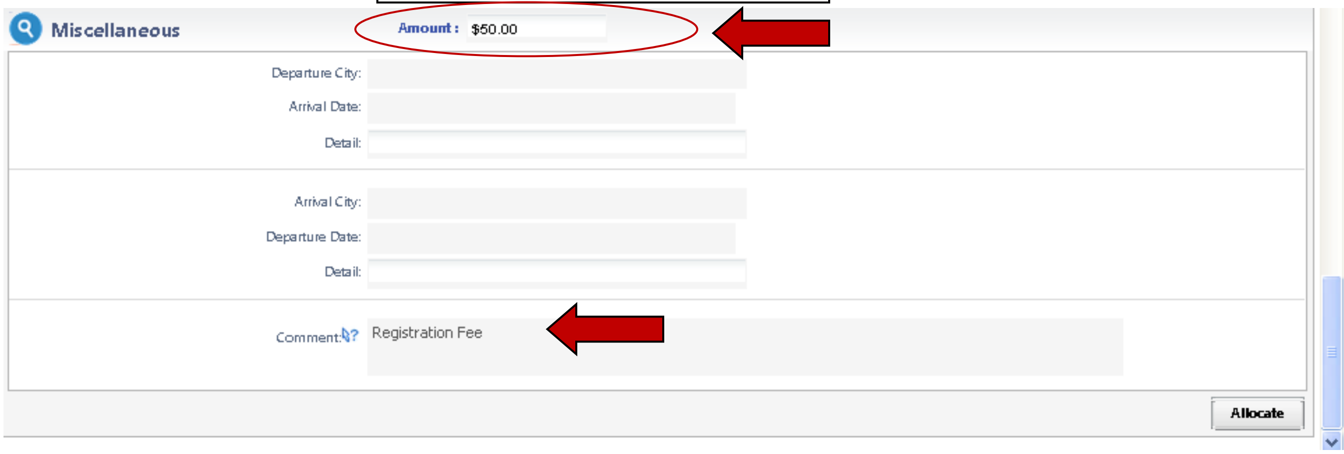
Car Rental Segment



Hotel Segment



Miscellaneous Segment



Notice that comments were entered for the Miscellaneous request. It is a required field for the traveler.

There is also a segment available for entering Dining (Meals Per Diem).

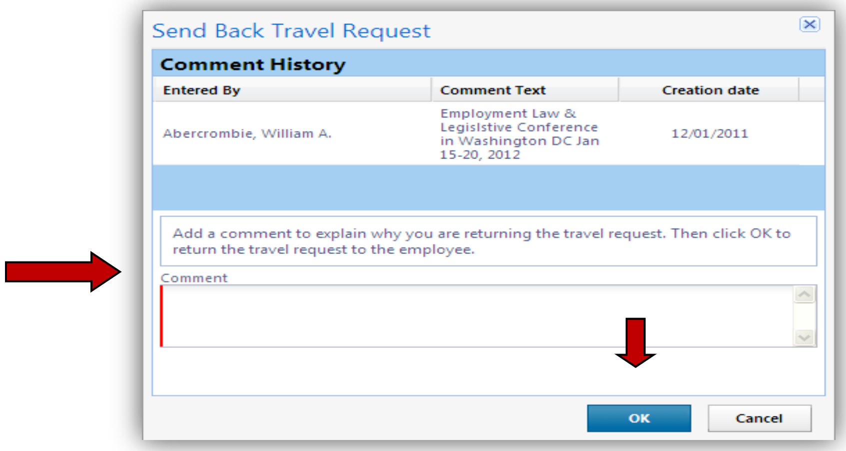
3. To approve the **Request**, click on **Approve**.

An approval confirmation acknowledgement will appear briefly.

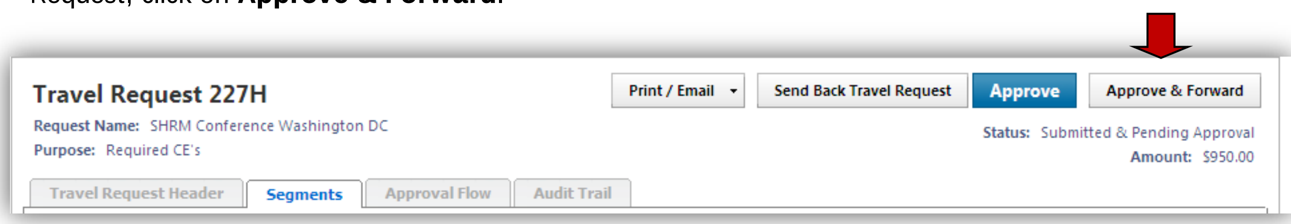
4. To return the **Request** to the employee, click on **Send Back Request**.

Clicking on **Send Back Request** opens the **Send Back Request** dialogue box. In the **Comments** box enter exactly what you want the employee to do before he re-submits this same Request.

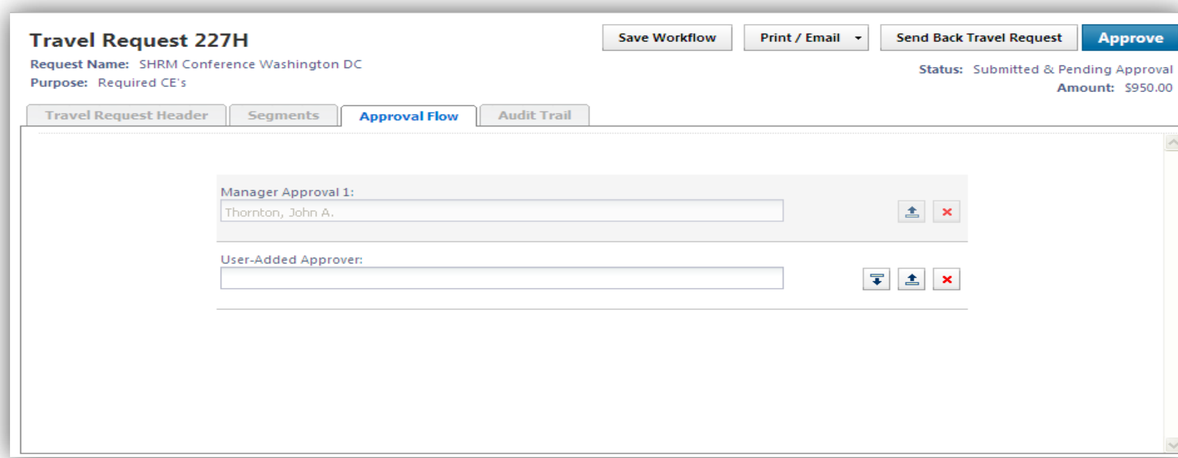
Click on **OK** to send the **Request** with your comments back to the employee.



5. To add an additional review step for the Request, click on **Approve & Forward**.



The **Approval Flow** tab opens.



Type the last name of the approver you want to add in the **User-Added Approver** field.

The system will display the best matches it can find as you type.

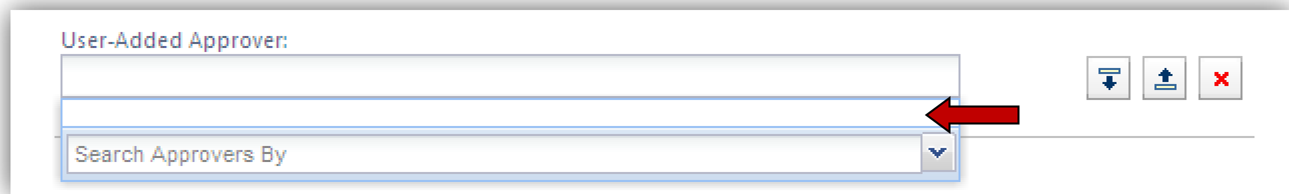
Select the appropriate approver from the list.

-OR-

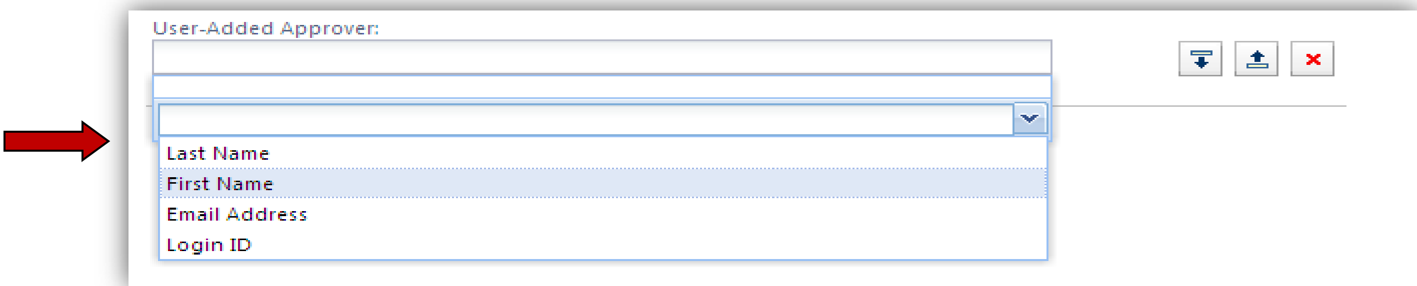
Click in the **User-Added Approver** box

The **Search Approvers By** box appears

Click on the drop down menu arrow.



Search Criteria appears. Select any of the lines as your search criteria.



Click on the User-Added Approver field and type in the information for the approver you want to find.

The system displays all matches for the search criteria that you entered.

Click on the appropriate approver.

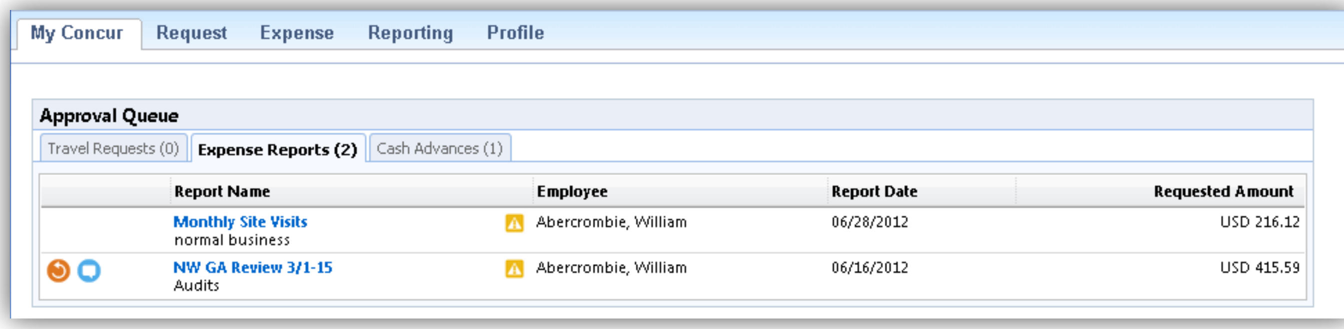
Click **Approve**

A brief confirmation box appears.

Section 6: View Previously Approved Reports

The Approval Queue displayed on My Concur displays reports pending approval. The Approval Queue as displayed in the Approve Reports section of Expenses has additional options for viewing reports pending and already approved.

My Concur View:



Approve Reports View:

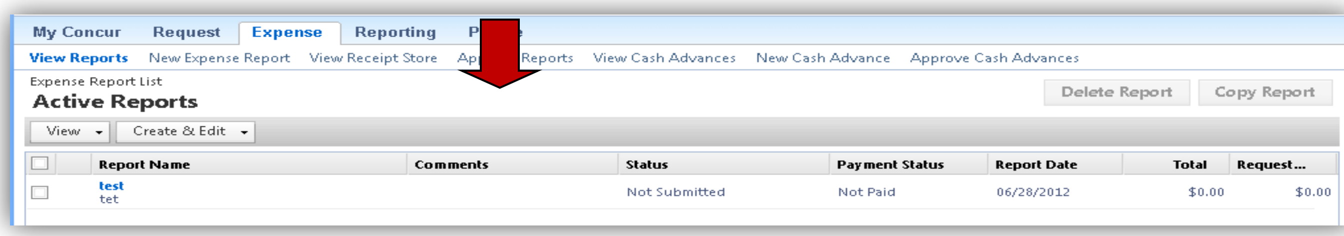
How to view previously approved Expense Reports

How to...

1. From **My Concur** select the **Expense** tab
2. Select **Approve Reports**

Additional Information

The **Expense** tab opens to *Active Reports*



Reports Pending your Approval opens

How to…

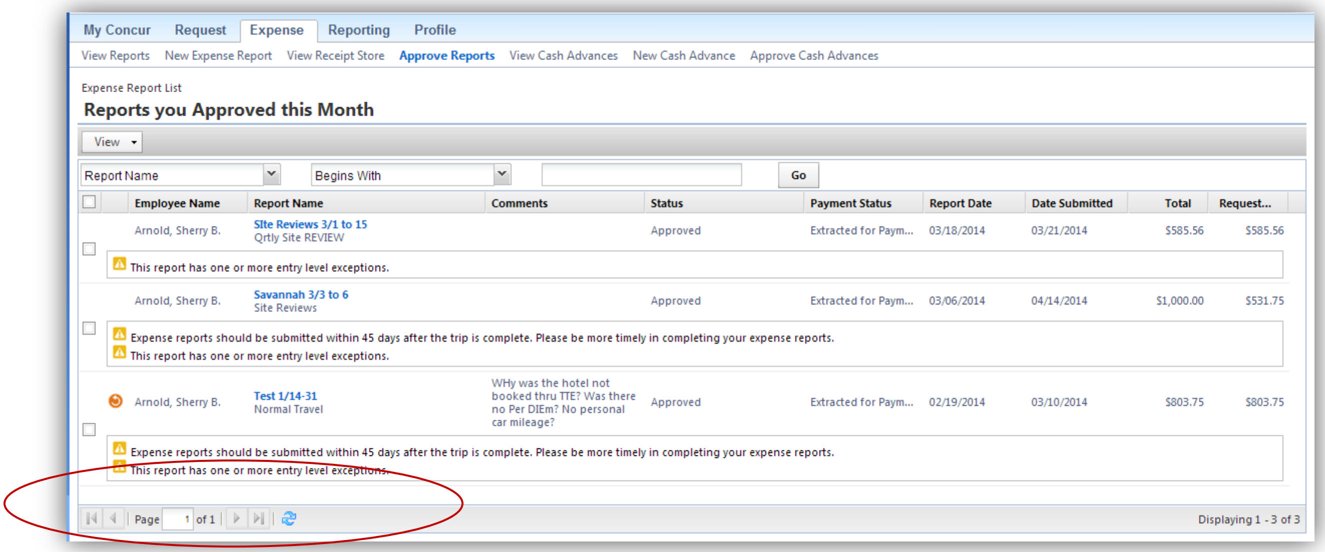
Additional Information

3. Click on the drop down arrow in the **View** box

A list of the available views appears

4. Select the view meeting your requirement

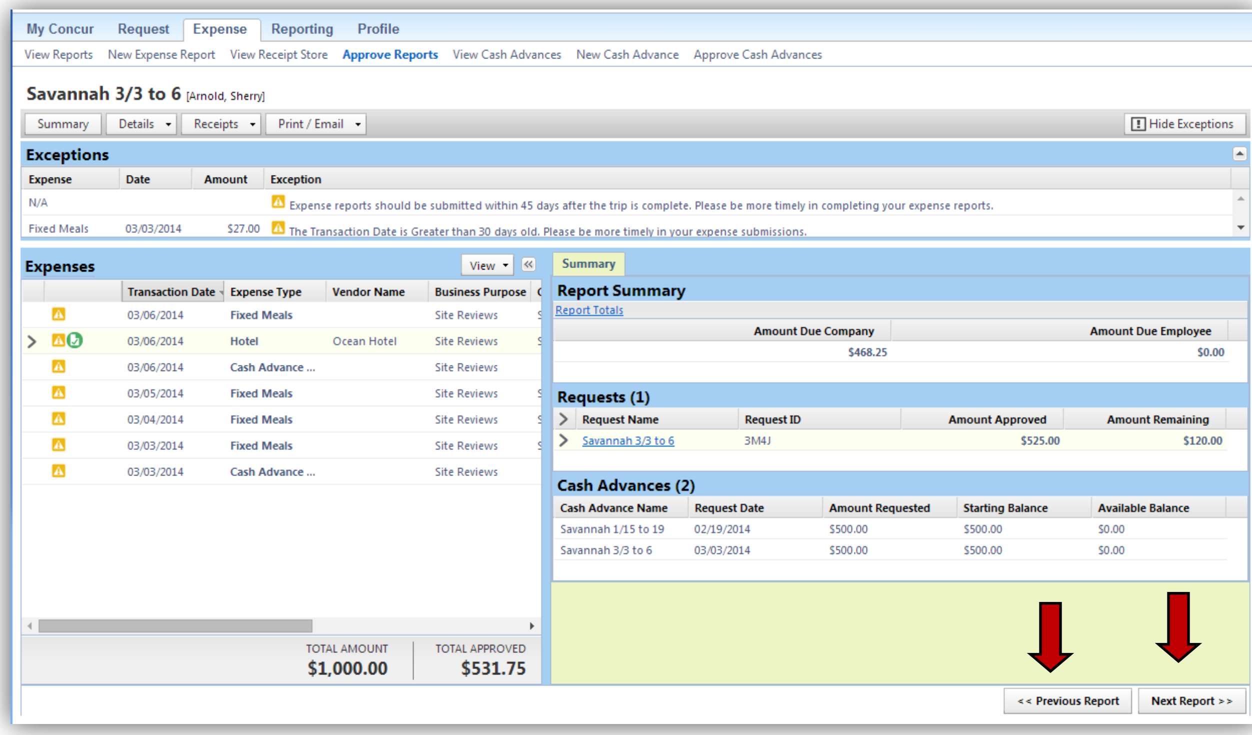
In our example we chose *Reports you Approved this Month*



Note the arrows at the bottom of the page that will allow you to navigate between pages

5. Once you open an already approved Expense Report for review, **Next Report** and **Previous Report** buttons appear at the bottom of the expense report page. You can scroll back and forth from report to report easily.

These buttons appear for all previously approved reports, when the approver is reviewing historical data. They do ***not*** appear for reports pending review, where the approver needs to take action to approve or return the report.



6. When you exit **Approve Reports** will default to the *Reports Pending your Approval* view

Appendix A: Buttons and Icons Reference

Button / Icon Description	
Add New Allocation	**Add New Allocation:** Add a new allocation row.
	Airfare: Indicates Air Reservation on Request
Allocate By:	**Allocate By:** Choose between allocating by percentage or amount.
	Allocations: Indicates that an expense entry has been allocated.
	Attendees: Indicates that an expense entry has associated attendees.
Approve	**Approve:** Approve the expense report for processing.
Approve & Forward	**Approve & Forward:** Add additional review steps for an expense report.
	Calendar: Brings up a calendar to select transaction date
	Car Rental: Indicates Car Rental on Request..
	Credit Card Transaction: Indicates that an expense entry was from a credit card transaction.
	Comments: Indicates that an entry has comments associated with it.
	Create Expense Report: Creates an expense report from a completed Trip Itinerary or a Request.
Delete Report	**Delete Report:** Deletes the current expense report. *Only originator can delete.
Details	**Details:** Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	Dining: Indicates Per Diem/ Meals on a Request.
	Exceptions: Indicates that an expense entry has an exception associated with it. Red exceptions create a hard stop. Yellow errors allow you to continue.
Import	**Import:** Provides access to import trip details or credit card charges to the current expense report.
Match	**Match:** This is used to combine Smart Expense entries when Corporate Card Charges and Trip data are not automatically matched by the system.
Itemize	**Itemize:** Save the current expense entry and begin the itemization process. For example, hotel expenses have to be itemized.
	Lodging: Indicates Hotel/Lodging on Request.
	Misc: Indicates Miscellaneous Expenses on a Request.
	Mobile Expense: Indicates that the expense was entered in Concur Mobile.
×	**Multiply:** Reverses the exchange rate when working with foreign out of pocket transactions.
New Attendee	**New Attendee:** Add a never before used attendee to an expense report.
New Expense	**New Expense:** Add a new expense entry to an Expense Report.
New Expense Report	**New Expense Report:** Create a new expense report.
Next >>	**Next:** To advance to next step I the process being used
	Personal: Indicates that an expense entry was marked as personal.
Print / Email	**Print:** Access the fax cover page or detail report for the current expense report.
Recall	**Recall:** Allows you to recall a submitted Expense Report or Request if it has not been approved.

Button / Icon Description	
Receipts	**Receipts:** Access to attach receipt images or view previously attached receipts.
	Receipt Required: Statewide Travel Policy requires a receipt for this item
	Receipt Required: Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item.
Reserve	**Reserve:** Reserves the selected trip details. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy but you can book it. Red indicates out of policy and you will not be allowed to make the reservation.
	Resubmitted: This icon indicates the Expense Report or Request was returned to the maker by an approver at least once. It also appears in the Approval Queue of the approver when a user corrects and resubmits a report.
	Seat map: Click to view the flight seat map.
Send Back to Employee	**Send Back to Employee:** Allows the approver to send the expense report back for corrections.
Submit Report	**Submit Report, Submit Request:** Submit the report for approval.
	Tooltip: Click the tooltip icon to view the associated field-related help.
	Show / Hide Itemization: Click this icon to view or hide itemization specifics.
	Travel Search Air Fare Legend: Flight has lowest logical airfare.
R	**Travel Search Air Fare Legend:** Refundable Fare.
	Travel Search Air Fare Legend: Flight arrives on a different day than departure.
	Travel Search Air Fare Legend: Short or long connection time.
	Travel Search Air Fare Legend: Turboprop aircraft used.
	Travel Search Air Fare Legend: Flight is Fly America Act compliant.
	Travel Search Air Fare Legend: Flight has 50-90% Go-Go Wi-Fi coverage.
	Travel Search Air Fare Legend: Flight has 100% Go-Go Wi-Fi coverage.
	Yellow Diamond(s): Preferred vendor.

Appendix B: Expense Report Approver Checklist

Open the **Expense Report** from the **Approval Queue** in My Concur

From the **Details** tab:

- ☐ Review the **Report Header** Information
- ☐ Review the **Audit Trail**
- ☐ Enter any **Allocations** required (depends on Agency configuration)
- ☐ Review **Travel Allowances** (Meals Per Diem) entered
- ☐ Review **Comments** History
- ☐ Review **Cash Advances Assigned**

From **Expenses**:

- ☐ Review individual Expense line items
- ☐ Hover over Receipts icon to view receipts attached to individual line item Expenses
- ☐ Review Personal Car Mileage & Mileage Calculator Mileage
- ☐ Hover over Allocations icon to review allocations made by the employee to an individual line item

From the **Receipts** tab:

Click **Receipts Required** to detail receipts required by statewide Travel Policy

- ☐ Click **View Receipts In New Window** or **View Receipts in Current Window** to veiw ALL receipts.

Choose **Approve**, **Approve & Forward** or **Send Back to Employee**

Appendix C: Cash Advance Approver Checklist

Select the **Cash Advance Request** from the **Approval Queue** in My Concur
☐ Click the **Comments** tab to review all Comments
☐ Click the **Audit Trail** tab to review the Audit Trail
☐ Select **Approve** or **Reject**

Appendix D: Request Approver Checklist

Select the **Request** from the **Approval Queue** in My Concur
☐ Review the **Request Header** Information
Segments Tab**:**
☐ Review any Car Rental requests
☐ Review any Airfare requests
☐ Review any Hotel requests
☐ Review any Meals requests
☐ Review any Miscellaneous requests
Select **Send Back Request, Approve** or **Approve & Forward**